

TOWN OF CLOVER REQUEST FOR PROPOSALS LARNE BUILDING JANITORIAL SERVICES

BIDDER INFORMATION

Bids Due: Noon, December 1, 2020
Return all 3 pages of the RFP.

Company Name: _____

Address: _____

Contact Person: _____ Email: _____

Phone Number: _____ FAX: _____

SCOPE OF WORK

The job requires janitorial services at six locations: **Town Hall**, 116 Bethel Street, **Municipal Court Building**, 114 Bethel Street, **Police Department**, 112 Bethel Street, **Development Services**, 110 Bethel Street, **Clover Community Center**, 120 Bethel Street and the **Larne Building**, 103 N. Main Street.

Weekly Services at Town Hall, Municipal Court Building, Development Services and Police Department:

1. Vacuum carpet. Remove spots as needed.
2. Sweep and mop floors.
3. Dust desk tops, file tops, table tops, countertops and equipment.
4. Clean front doors/glass.
5. Clean and sanitize bathrooms. Replenish supplies, such as paper towels, as needed.
6. Empty wastebaskets and replace liners. Put trash in dumpsters behind YMCA in rear parking area.
7. Perform other services necessary to maintain premises in a clean and sanitary condition.

Periodic Services at Town Hall, Municipal Court Building, Development Services, and Police Department:

1. Wash inside and outside all windows including drive-thru window and all window blinds monthly (except exterior of 2nd story windows at PD).
2. Clean sides and fronts of files, bookcases, storage cabinets, desks monthly.
3. Clean carpet twice per year.
4. Clean HVAC filters every two months at Town Hall.
5. Dust baseboards, window ledges (inside only), walls and ceilings; remove marks and smudges from walls monthly.

Regular Services at Larne Building. To be scheduled as needed; typically scheduled once or twice per month following building rental.

1. Vacuum carpet. Remove spots as needed.
2. Sweep and mop floors and stairs. Downstairs floors on each visit; upstairs as needed.
3. Clean counter tops, furniture and appliances.
4. Clean front door and windows (inside and outside). Remove tape and other remnants from frame.
5. Clean and sanitize bathrooms. Replenish supplies in rest rooms.
6. Empty wastebaskets and replace liners. Put trash in dumpster in rear parking area.
7. Dust blinds and inside window ledges.
8. Check vacuum cleaners for clogs/blockage and change belts as needed.
9. Perform other services necessary to maintain premises in a clean and sanitary condition.

Special Services at Larne Building. To be scheduled quarterly.

1. Clean blinds.
2. Clean framed pictures.
3. Dust baseboards, window ledges (inside only), walls and ceilings; remove marks and smudges from walls and stairs.
4. Clean ceiling fans.
5. Clean artificial plants.
6. Replace HVAC filter.

The Town agrees to provide paper towels, hand soap and toilet paper for restrooms; trash can liners; HVAC filters and vacuum cleaners. Contractor to provide all other cleaning equipment and cleaning supplies. Limited storage space is available at Town Hall and the Police Department for supplies.

Contractor must report unsafe conditions, needed building maintenance (e.g. broken window, leaky faucet, etc.), and faulty/broken equipment (e.g. vacuum cleaner) to the Town immediately.

TERM OF CONTRACT

Term of Contract shall be from January 1, 2021, through December 31, 2022 (2 years) with optional annual renewal for up to three additional years (total term of contract not to exceed five years).

PROPOSED COSTS

Services at **Town Hall** (includes all Weekly and Periodic Services): \$_____ per month

Services at **Municipal Court** (includes all Weekly and Periodic Services): \$_____ per month

Services at **Police Department** (includes all Weekly and Periodic Services): \$_____ per month

Services at **Community Center** (includes all Weekly and Periodic Services): \$_____ per month

Services at **Development Services** (includes all Wkly and Periodic Svcs): \$_____ per month

Regular Services at Larne Building: \$_____ per **cleaning**

Special Services at Larne Building (quarterly work): \$_____ per **cleaning**

PROPOSED SCHEDULE

Cleaning at Town Hall, Municipal Court Building, Community Center, Development Services and Police Department should be performed at a time with the least effect on customer service. Normal operating hours are 8AM to 5PM, Monday-Friday. Cleaning services should be scheduled after hours, preferably on Friday, Saturday or Sunday evenings.

Cleaning at the Larne Building will be scheduled by Town staff as needed. Typically, the cleaning will be scheduled during the daytime during the week following a weekend rental. **However, there may be times when the cleaning will be necessary for early on a Saturday and/or Sunday morning (if back-to-back rentals are scheduled).**

TERMS AND CONDITIONS

Submittal Instructions. All bids must be delivered to:

Sherry Kempster
Town Clerk
Town of Clover
PO Box 1060
116 Bethel Street
Clover, SC 29710

To schedule a site visit, contact Sherry Kempster or Tori Higgins at 803-222-9495.

Bids are due on or before Noon, Tuesday, December 1, 2020. Bids should be submitted in a sealed envelope labeled "Larne Building Janitorial Services." You may withdraw your bid at any time prior to the date and time set for closing.

The award shall be made to the responsible bidder whose bid is determined to be the most advantageous to the Town based on the evaluation of price, value, experience and quality.

There is no expressed or implied obligation for the Town of Clover, South Carolina to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the Town of Clover reserves the right, where it may serve the Town's best interest, to request additional information or clarification from bidders, or to allow correction of errors or omissions.

Unless otherwise modified by the Town of Clover with an Addendum, the terms and conditions in this RFP shall prevail. The Town of Clover reserves the right to reject, in whole or part, any proposal that does not comply with such terms and conditions or when it is in the best interest of the Town.

QUALIFICATIONS AND EXPERIENCE

Please attach a statement providing basic information about the qualifications and experience of the company and staff assigned and references, including contact information, from similar jobs performed.

BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:

1. that he has carefully examined specifications for the Services;
2. that he is familiar with all the conditions surrounding the performance of the Services;
3. that, if awarded the Contract, he will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. that he understands that the Town reserves the right to reject any or all responses that do not meet the proposal requirements, or all proposals in the event that the Project is canceled, postponed, or if it is in the best interest of Town of Clover;
5. that, if awarded the Contract, he will enter and execute a contract;
6. that the Offeror is legally able to enter into and perform a contract, if awarded;
7. that the Offeror is current on all taxes and fees owed to the Town.
8. that the Offeror understands that he and any employees will be subject to a criminal background check and If unable to pass said background check, contract will be voided.

I am an authorized representative of the above listed company and do hereby submit this proposal.

Submitted By

Date

LIABILITY AND INSURANCE:

1. Contractor shall carry and maintain Worker's Compensation Insurance in statutory amounts for its employees, unless exempt by State statute. Contractor shall provide Town with certification of this coverage, or if exempt, written confirmation of this.
2. Contractor shall carry a General Liability Policy of at least One Million (\$1,000,000) Dollars per occurrence (combined single limit liability) to cover operations, equipment and contractual liability. Contractor shall provide Town with copy of policy and shall name the Town as an additional insured.
3. Contractor shall defend, indemnify, and hold harmless the Town, its elected officials and employees from and against any and all actions, costs, claims, losses, expenses and/or damages arising out of performance of the working contractor.

BUSINESS LICENSE:

Firms are not required to have valid business license to submit a Proposal. However, firms must possess a valid Business License for business undertaken within the corporate limits of the Town of Clover and, therefore, if awarded this contract, must obtain a Clover Business License.

Does your business have a valid **Town of Clover** Business License?

Yes No If yes, list the number _____. Contact (803) 222-9495 with any questions.

MINORITY/WOMEN-OWNED ENTERPRISE:

Are you a Minority or Woman-Owned business? Yes No

If so, are you certified? Yes No

If you are certified, you must furnish a copy of your certificate with your submittal.