



COMMISSIONERS OF PUBLIC WORKS
COMMISSIONERS: ARTHUR C. BUSH, MICHAEL G. MONAGHAN, HENRY O. WATTS
MANAGER: STEVE D. REEVES, JR.

Request For Proposals

A-2-2017

**CLEANING SERVICES FOR THE GENE HANCOCK ADMINISTRATIVE BUILDING,
CENTRAL OPERATIONS CENTER, AND W.R. WISE WATER TREATMENT PLANT
FOR THE GREENWOOD COMMISSIONERS OF PUBLIC WORKS (CPW)**

1. RFP General Information

- 1.1. The objective of this Request for Proposal (RFP) is to solicit proposals from professional cleaning companies licensed in the State of South Carolina to provide comprehensive cleaning services for the Greenwood Commissioners of Public Works' (CPW) offices.
- 1.2. Responses to this RFP will be used to determine the qualifications of various companies to provide the scope of work and tasks specified. CPW will select, in the CPW's opinion, the most qualified and advantageous company to CPW.
- 1.3. Each company providing a submittal for consideration by the CPW is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFP.
- 1.4. Questions regarding the scope of services for this RFP shall be submitted to Jeff Meredith at the address or email below. The deadline for submitting questions regarding this RFP is by close of business March 31, 2017. All responses to questions, including any significant changes and/or modifications, will be placed on the Greenwood CPW website (www.greenwoodcpw.com) in the form of an Addendum by April 4, 2017. The Addendum will be posted under the "Active Bid List" section of the website.

Jeff Meredith
Director of Electric Utilities
P.O. Box 549
Greenwood, SC 29648
(864) 942-8161 Phone
Email: jmeredith@greenwoodcpw.com

- 1.5. RFP responses must be submitted by mail or be delivered in person at the address listed below no later than 5:00 P.M. Tuesday, April 25, 2017. The proposals will be opened and read aloud at the Greenwood CPW main office located at 121 W. Court Ave at 10:00 on April 27, 2017. Late submittals will not be accepted for consideration. Bids may also be brought to the bid opening; however, you must let Alethea Phillips (864-942-8105) or Chris Lindley (864-942-8182) know you intend to do so prior to the deadline stated above.
- 1.6. Two (2) copies of the company's response must be submitted as detailed in Section 2 below. Companies responding will be responsible for any costs associated or incurred in preparing or responding to this RFP. All submitted responses will be retained as property of the CPW and will not be returned.

FedEx, etc.: Commissioners of Public Works
121 W. Court Avenue
Greenwood, SC 29646
Attention: Alethea Phillips
Email: aphillips@greenwoodcpw.com

USPS: Commissioners of Public Works
Post Office Box 549
Greenwood, SC 29648
Attention: Alethea Phillips
Email: aphillips@greenwoodcpw.com

2. Submittal Requirements

- 2.1 All responses and supporting materials should be enclosed in a sealed envelope and properly marked with "A-2-2017 Greenwood CPW Cleaning Services", along with the name and address of the responding company on the front of the envelope.
- 2.2. The submittal shall consist of the board meeting form **(must be on top)**, a cover letter and a detailed section as described below.

2.2.1. Board Meeting Form

The board meeting form **must be placed on the top of the submittal** and shall list the name of the company, the date the company can engage in work, and the not to exceed fee for the work described in this RFP broken out by office location.

2.2.2 Cover Letter

The cover letter shall identify the contact person for the RFP, including telephone number, fax, email, and postal address. The letter shall also describe the company's philosophy and overall summary of capabilities.

2.2.3. Detailed Section - Tab One: Information about the Team and Current Workload

Please provide the information requested in the following order.

- a. Identify the legal entity that would enter into the contract with the CPW and include the location of the company headquarters, local office location, type of business (sole proprietorship, partnership, corporation, etc.), state of incorporation or organization, and federal employer identification number.

- b. Include all current licenses and certificates that enables the company to work in the State of South Carolina and Greenwood City and County.
- c. Provide the number of years' experience providing cleaning services.
- d. Provide the current number of cleaning contracts.
- e. Provide the current number of employees performing cleaning tasks in your company.
- f. Provide an organizational chart identifying members of the prospective company that would be assigned to clean the Greenwood CPW facilities. This should include which individuals would be assigned to each of the three facilities.
- g. Describe the process for covering for individuals that do not show up for their work shift in order to complete the daily list of tasks in Section 12 below.
- h. Provide three (3) references for work that has been, or is being, performed by your company, including complete contact information and a brief description of the work performed for the reference.

2.2.4. Detailed Section - Tab Two: Acknowledgement of Tasks to Be Performed

Please provide the information requested in the following order.

- a. Acknowledge that your company fully understands the requirements of the tasks listed in Section 12 below. This acknowledgement is to include the acceptance of the list of tasks and the frequency at which they should be performed.
- b. Identify any tasks listed in Section 12 below that your company cannot or does not have the ability/equipment to perform. List the reason the task cannot be completed (i.e., staffing, equipment, etc.).

3. Contractors Tools, Materials, & Equipment & Cleaning Standards

- 3.1. This is an RFP for cleaning services at the three office locations of the Greenwood CPW. In general, the qualifying company shall be capable of providing the necessary manpower, equipment, and cleaning supplies to carry out the required tasks.
- 3.2. All paper products, soap, seat protectors, urinal screens/deodorizers, room deodorizers, and trash bags shall be supplied by Greenwood CPW. The cleaning company shall notify the Purchasing Director when the available inventory of these materials falls to one week's requirement to allow sufficient time for reorder.

- 3.3. The cleaning company shall supply all labor, equipment, tools, appliances, and incidental cleaning supplies necessary for the proper execution of the work required under this project.
- 3.4. No material or equipment shall be used which will damage building finishes including walls, wall coverings, fixtures, furnishings, floors, floor covering, toilet fixtures, woodwork, painted surfaces, laminate surfaces, plumbing, glass, furniture or any other item being cleaned.
- 3.5. A janitorial closet will be supplied for the storing of basic necessities related to this project. CPW shall not be responsible for the storage of heavy equipment needed to perform the work.
- 3.6. Special attention should be paid to using clean equipment and supplies (mop, water, buffer pads, etc.) during the cleaning process to avoid unnecessary wear or damage to surfaces. Additional care should be given to walls, baseboards, and office furniture when vacuuming, mopping or emptying trash so as not to scuff these surfaces. Any scuffs shall be cleaned/repared by the cleaning company at their cost.
- 3.7. All areas at each facility shall be maintained for a clean and neat appearance. The frequency of each task included in this bid is a minimum. Areas subject to high traffic or other heavy soil conditions may require more maintenance to keep in a clean and neat appearance.

4. Safety Requirements

- 4.1. The contractor is responsible for instructing its employees on appropriate safety measures and ensuring that all work is performed in a safe manner in compliance with all governing regulations concerning safety, including but not limited to:
 - 4.1.1. Safe use of chemicals, materials and supplies used to perform these tasks and providing the necessary Safety Data Sheets (SDS) to CPW as required by OSHA when necessary.
 - 4.1.2. Keep walkways and halls free of unattended mops, brooms, machines, buckets, trash cans, and other tools.
 - 4.1.3. Displaying WET FLOOR signs in areas being wet or damp mopped. Signs shall be removed and stored after floors have dried.

5. Personnel, Work Environment, and Security

- 5.1. The contractor shall provide and maintain an adequate number of employees to satisfactorily perform the scheduled work within the time allotted. All personnel performing work under this agreement shall be direct employees of the contractor. Non-employees are not permitted on site at any time, for any reason.
- 5.2. The contractor's personnel must wear CPW provided ID badges at all times for access and while on the premises. Keyless access cards (provided by CPW) shall be used only by the individual whose name is on the card. At no time shall the contractor allow any person in a

locked area or loan keys/access cards to another person. The contractor shall not allow anyone into the facility when doors are locked.

- 5.3. At no time shall the contractor allow his/her employees to use office equipment including but not limited to copiers, fax machines, postage meters, television monitors, and computers. CPW telephones may not be used for any purpose other than a local emergency call.
- 5.4. The contractor shall not adjust any thermostat controls while working in the building.
- 5.5. CPW property is a drug free environment and no tobacco use is allowed inside the buildings.
- 5.6. All personnel shall receive close and continuing first line supervision by the contractor.

6. Damages

The contractor will be responsible for any damages or injuries occurring at the sites to Greenwood Commissioners of Public Works property, employees or agents, as well as any third parties while janitorial services are being performed. The contractor agrees to indemnify and hold harmless Greenwood CPW from any such damages including, but not limited to, attorney's fees and costs to defend against such damages. The contractor shall pay CPW for cost of said damage upon verification by CPW's contract administrator of causes and cost of the damage.

7. Certificate of Insurance

The company hired to provide the services referenced in this RFP will be required to provide proof of insurance including worker's compensation and general liability with limits no less than \$1,000,000.00) prior to entering into a contract along with a Greenwood City business license. This documentation must be included with your bid submittal.

8. Term of Agreement and Work Schedule

- 8.1. The term of this agreement shall be for a period of two (2) years, subject to approval of the contractor and by the Greenwood Commissioners of Public Works, beginning on the effective date of the agreement. This agreement may be extended for up to three additional 12-month periods with prices to remain firm for the entire period covered by this agreement.
- 8.2. Greenwood CPW shall have the right to terminate the agreement with thirty (30) days written notice to the contractor. Failure to perform the work or any other provision of the contract in a satisfactory and acceptable manner to Greenwood CPW will void said agreement.
- 8.3. The work under this agreement shall be performed after 5:00 p.m. for the Gene Hancock Administrative Building and Central Operations Center, and between the hours of 8:00 a.m. to 5:00 p.m. for the W.R. Wise Water Treatment Plant.

9. Invoicing

- 9.1. All scheduled cleanings must be completed before submitting an invoice for the month. At the end of each month's work, the contractor shall submit an invoice to the Accounting Department. The invoice shall specify Net 30 payment terms, contractors name, address for payment remittance, individual location charge, and the period covered by the invoice. Advanced billing will not be allowed.
- 9.2. In the event that scheduled tasks were not performed during the month to be invoiced, a deduction will be made and noted as such on the invoice.

10. RFP Evaluation Criteria and Process

- 10.1. The General Manager will evaluate the proposals submitted. Listed below are some of the criteria that will be used in making the evaluations:
 - 10.1.1. Demonstrated experience with similar projects of similar size and organization
 - 10.1.2. Location/Availability of company and personnel
 - 10.1.3. Recent, current, and projected work load of company
 - 10.1.4. References submitted by company
 - 10.1.5. Ability to meet time and budget requirements
- 10.2. The RFP evaluation will be reviewed and the winning bidder will be notified. The CPW at its discretion shall award the contract in full, per item, or per section. The CPW shall award the contract as soon as practicable after the bid opening, but no sooner than April 27, 2017 at the next scheduled Board Meeting, subject to reservations contained under section entitled **Acceptance or Rejection of Bids.**

11. Acceptance or Rejection of Bids:

The CPW reserves the right to accept or reject in whole or in part all bids submitted. Greenwood CPW standard Terms and Conditions shall apply.

12. <u>Work Tasks to Be Performed</u>	Daily	Three Times per week	Once per week	Monthly/ As Needed	Every Six Months/As Needed	Once per Year/As Needed
Carpet Floors (including mats)		Vacuum (Entryways to be daily)				"Chem-Dry" (spot clean as needed)
Vinyl Floors	Vacuum & Mop			Buff	Stripped, Cleaned & Waxed (no less than 2 times per year)	
Ceramic Tile Floors	Vacuum & Mop				Clean Tile Grout	
Ceramic Tile Walls				Clean	Clean Tile Grout	
Baseboards				Clean		
Restrooms/Locker Rooms (toilets/urinals, sinks, showers, wash basin (including walls), locker room benches, partitions, mirrors, light switches, kick plates, ledges, all stainless surfaces)	Clean & disinfect; polish mirrors & faucets, etc.					
Furniture & Equipment (all desk surfaces, glass & wood), tables (glass & wood), chairs, bookshelves, file cabinets, vents, phones, copier and computer surfaces			Dust and clean; vacuum chairs			
Windows (interior & exterior), window sills, blinds/shades					Clean free of streaks; interior window sills & blinds monthly	
Glass Entry Doors & Entry Windows (interior & exterior), Reception Windows, Billing Dept. Glass, Light Switch Plates		Clean free of streaks, dust ledges				
Kitchen, Breakroom, Uniform & Meeting Rooms (countertops, tables, chair seats, interior & exterior of microwaves, exterior of small and large appliances)		Clean				
Water Fountains	Clean & disinfect					
Trash Containers	Empty & Wipe exterior					

Note: All paper products and soap dispensers are to be kept full at all times. Keep two extra rolls of toilet paper in each stall/bathroom.

END OF REQUEST FOR PROPOSALS



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MANAGER: STEVE D. REEVES, JR.

A-2-2017 CPW BOARD MEETING FORM

(Place this form on top of bid submittal. Attachments to be placed after this form)

Company Name: _____

Work Commencement Date: _____

Gene Hancock Administrative Building: \$ _____

Central Operations Center \$ _____

W.R. Wise Water Treatment Plant \$ _____

TOTAL CLEANING PRICE FOR ALL FACILITIES LISTED:
PRICE PER YEAR: \$ _____