



REQUEST FOR BIDS

FOR

ROWAN COUNTY JANITORIAL SERVICES

ROWAN COUNTY

130 West Innes Street

Salisbury, NC 28144

704-216-8174

david.sifford@rowancountync.gov

Date Issued: Monday, May 18, 2015

Date Due: Wednesday, June 3, 2015 at 10:00 AM EST

Administered By: David Sifford, Purchasing Agent

NOTICE TO CONTRACTORS

REQUEST FOR BIDS

ROWAN COUNTY JANITORIAL SERVICES

Rowan County plans to contract for Janitorial Services at three locations: Frank T. Tadlock South Rowan Regional Library, Facilities Management Office and Environmental Management Office. All bids submitted for janitorial services must meet or exceed the time frame and the product/service specifications as outlined in this Request for Bids.

Bids for the Rowan County Janitorial Services will be accepted until Wednesday, June 3, 2015 at 10:00 am EST at the Rowan County Finance Department, 130 West Innes Street, Salisbury, North Carolina 28144. Bid documents may be obtained by contacting the Rowan County Purchasing Agent at:

Rowan County Finance Department
Attn: David Sifford, Purchasing Agent
130 West Innes Street
Salisbury, NC 28144
704-216-8174
david.sifford@rowancountync.gov

Submission of any bid signifies the Contractor's agreement that their bid, and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Contractor. All prices submitted with the bid shall remain in effect for the ninety (90) day period.

Rowan County Requires \$1,000,000 in General Liability coverage for all cleaning contractors. Proof of coverage must be submitted with all bids.

Rowan County reserves the right to award and/or reject any and/or all bids and waive any technicalities or irregularities. For complete details, consult the bid package.

This is the 18th day of May, 2015.

Rowan County

By: David Sifford
Rowan County Purchasing Agent

Intent of Request for Bids

The purpose and intent of this Request for Bids (RFB) is to contract for Janitorial Services in three buildings: Frank T. Tadlock South Rowan Regional Library, Facilities Management Office and Environmental Management Office. The following documents make up this Request for Bids:

- a. This Document
- b. Attachment A: Rowan County Janitorial Specifications 2016 – 2019
- c. Attachment B: Rowan County Janitorial Services Bid Response Form

Important Dates

| | |
|------------------------------------|-------------------------------------|
| Issue Date: | Monday, May 18, 2015 |
| Pre-Bid Meeting Dates: | |
| South Rowan Library | Friday, May 22, 2015 10:00 am |
| Facilities Management | Tuesday, May 26, 2015 10:00 am |
| Environmental Management | Tuesday, May 26, 2015 1:00 pm |
| Deadline for Submitting Proposals: | Wednesday, June 3, 2015 at 10:00 am |

Pre-Bid Meeting

There is a pre-bid meeting for this project. Contractors interested in visiting the sites should be present at the pre-bid meeting at the time and date listed above. The meetings will be held at the Rowan County Facility listed. Facility addresses are: **Frank T. Tadlock South Rowan Regional Library**, 920 Kimball Road, China Grove, NC; **Facilities Management Office**, 425 Airport Road, Salisbury, NC; **Rowan County Environmental Management Office**, 1102 North Long Street, East Spencer, NC. Questions about the specifications and or bid documents should be addressed to David Sifford (704-216-8174), the Rowan County Purchasing Agent.

Submission of Proposals

Bids must be presented on the **Bid Response Form** attached to the specifications in a sealed envelope and mailed or delivered to:

David Sifford, Purchasing Agent
 Rowan County Finance Department
 130 West Innes Street
 Salisbury, NC 28144

The package shall be sealed and plainly marked "**Bid for Janitorial Services**".

Contractors must submit one original and one complete copy of their bids.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any bid not properly addressed or identified.

Bids are due and will be opened publicly on Wednesday, June 3, 2015 at 10:00 am in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Salisbury, North Carolina in the first floor conference room. Failure to submit a bid by this deadline will disqualify the bidder from consideration in this project.

Request for Clarification

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this RFB. All questions or requests for clarification or additional information must be submitted in writing no later than 12:00 pm on Thursday, May 28, 2015. These written questions or requests must be submitted to David Sifford, Purchasing Agent, either by mail, fax or e-mail. Signed faxed messages will be treated as written questions. Any questions the County feels are pertinent to all interested bidders will be delivered to all participating bidders as addenda to this RFB.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFB, or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFB or any documents provided by the County, other than those given in writing by the County, through the issuance of addenda. It is the full responsibility of the Contractor to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFB.

Signed Bid Considered an Offer

Receipt of a signed bid shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this RFB will become part of the contract if the proposal shall be deemed approved and accepted by the County. In the event of a default on the part of the Contractor after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

Timeline to Execute Contract

As time is of the essence, the Contractor is required to begin and/or commence the work to be performed under this contract within the time specified on the Bid Form. Failure by the Contractor to begin and/or complete the work within the contract time shall be assessed a penalty for each day of overrun. The Contractor hereby agrees to executing this contract and that said charges are considered a just and reasonable compensation to the County and said charges shall be deducted from payment.

Availability of Funds

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this RFB.

Non-Discrimination

The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

Insurance Coverage

The Contractor shall not commence work under this contract until all insurance required under this section has been obtained. The Contractor shall not allow any subcontractor to commence on work that has been

subcontracted until similar insurance has been obtained by the subcontractor. Also, the Contractor agrees that during the term of this contract, the Contractor, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

WORKER'S COMPENSATION

The Contractor shall maintain Workers Compensation and Employers Liability Insurance affording:

1. Statutory protection under the Workers Compensation Law of all States in which the work is to be performed or where the employee resides or must travel.
2. Employers Liability protection subject to a limit of not less than \$1,000,000.

A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

COMPREHENSIVE GENERAL LIABILITY

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than:

Bodily Injury - \$1 million single limit each accident / \$2 million aggregate

Property Damage - \$1 million single limit each accident / \$2 million aggregate

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

A Certificate of Insurance shall be issued confirming this coverage under a Comprehensive General Liability policy. EACH TYPE OF COVERAGE REQUESTED HEREIN MUST BE SPECIFICALLY REFERRED TO IN THE CERTIFICATE.

This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance, and name the County as an additional insured.

COMPREHENSIVE AUTOMOBILE LIABILITY

The Contractor shall maintain Comprehensive Automobile Liability coverage in amounts not less than:

Bodily Injury - \$1 million single limit each accident

Property Damage - \$1 million single limit each accident

A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance, and name the County as an additional insured.

PROPERTY INSURANCE

No coverage will apply to any equipment or other property owned or retained by the Contractor or subcontractor.

Contracts involving hazardous materials transportation, treatment or disposal requires specific review on a case-by-case basis.

It will be necessary for the County to be named on the Contractor's policy as an additional insured.

Collusive Bidding

The Contractor's signature on the Bid Form is a guarantee the prices quoted have been arrived at without collusion with other eligible Contractor(s) and without effort to preclude the County from obtaining the lowest possible competitive price.

General Indemnity

The Contractor shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Contractor (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Contractor. As an integral part of this contract, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

Assignment

The successful Contractor shall be the prime Contractor and shall be solely responsible for all contractual performance. The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of its agreements with the County, or its rights, title or interests herein, or its power to execute such agreement, to any other person, company or corporation without the previous written consent and approval of the County.

Conflict of Interest

All Contractors must disclose in writing with their bid the name of any owner, officer, director or agent who is also an employee of the County. All Contractors must also disclose in writing with their bid the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or

any of its branches or subsidiaries. By submitting a bid, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is, or gives the appearance of, a conflict of interest related to this RFB or project.

Errors and Omissions

The Contractor shall not take advantage of any errors or omissions in this RFB, and shall promptly notify the County of any omissions or errors found in this document.

References

At least three recent business references are required. The Contractor shall provide the date, product(s) and services provided each business reference. The Contractor shall include in the reference information name, address, contact person(s), telephone number(s), e-mail address and any other information that may be deemed important and that will assist the County personnel in contacting the Contractor's references. The County may request additional evidence of the Contractor's experience, qualifications, ability, products, service facilities and financial standing for which the Contractor shall be prepared to provide to the County, if required.

Evaluation Criteria

Price will be a major consideration in the County's evaluation criteria, but it will not be the determining factor in our evaluation. The bids will be evaluated on a "best overall value" basis including, but not limited to, pricing, experience, references, quality, performance and the Contractor's ability to adhere to all conditions and requirements of the specifications outlined in this RFB. The Contractor's ability to provide a team of skilled, trained employees, maintenance costs, warranty provisions, and the Contractor's experience with similar projects will also be considered in the County's evaluation of the bids submitted.

Award

The County reserves the right to accept, award and/or reject any and/or all bids, in whole or in part, and waive any technicalities or irregularities. This contract will not be awarded solely on the basis of cost. The County, at its sole discretion, following an objective evaluation, will award this contract to the lowest responsible, responsive Contractor that submits the best overall bid based on their ability to meet and exceed these minimum specifications.

The County reserves the right to determine the lowest responsive, responsible Contractor on the basis of an individual item, groups of items, or any way determined to be in the best interest of the County. Award shall be based on, but not limited to, the following factors (where applicable):

1. Adherence to all conditions and requirements of the specifications
2. Price
3. Overall quality of the product or service
4. Qualifications of the Contractor, including past performance, financial responsibility, general reputation, experience, service capabilities and facilities
5. Delivery or completion date
6. Maintenance costs and warranty provisions

Termination of Contract

The contract shall be considered complete when all work has been completed by the Contractor and accepted by the County.

Termination for Cause

The County reserves the right to terminate this contract at anytime for cause. The violation of any provision or condition contained in this contract, or the refusal, failure or inability to carry out any provisions of this contract, shall constitute sufficient cause to terminate this contract for cause. Should the County elect to terminate this contract for cause, the County will notify the Contractor in writing and shall specify the cause for termination and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the Contractor:

1. Fails to begin the work under the contract within the time specified,
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to ensure the prompt completion of the work,
3. Performs the work unsuitably,
4. Discontinues the prosecution of the work,
5. Becomes insolvent, declares bankruptcy, commits any act of bankruptcy, allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors,
6. Shall not carry on the work in an acceptable manner from any other cause whatsoever,

the County shall give notice in writing to the Contractor of such delay, neglect or default, specifying the same.

If the Contractor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the Contractor's failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement for the completion of the contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor. In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the Contractor, then the Contractor shall be entitled to receive the difference, and in case such expense shall exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the County the amount of said excess.

Termination for Convenience

If the County shall determine that it is in the County's best interest, the County shall notify the Contractor to terminate the work within seven (7) days. In such event, the Contractor shall be entitled to compensation for all

work properly executed and any expenses incurred in terminating the contract and vacating the County work site. No claim shall be made by the Contractor for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.

Pricing

Submission of any bid signifies the Contractor's agreement that its bid and the contents thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the County and the successful Contractor. All prices submitted with the bid shall remain in effect for the ninety (90) day period.

ATTACHMENT A

ROWAN COUNTY JANITORIAL SERVICES REQUEST FOR PROPOSALS

INSTRUCTIONS

1. Sealed bids are due to Rowan County, Administration Building, 130 West Innes Street, Salisbury, NC 28144, no later than **Wednesday, June 3, 2015 at 10:00 a.m.** Please submit the **CONTRACTOR INFORMATION SHEET, CONTRACTOR AND INSURANCE AGENT STATEMENT and BID RESPONSE FORM** in a sealed envelope, plainly marked "**Bid for Janitorial Services**".
2. The scope of work to be performed is listed under each facility.
3. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided. Since the scope of work listed under each facility is considered a reasonable minimum, performance will be judged for the appearance of the building and the quality of workmanship.
4. All employees shall be bondable and a minimum of 21 years old.
5. Before the contract is awarded, the successful contractor must provide proof of insurance in the amounts listed in the Request for Proposals.
6. The contractor will be required to supply a list of current, as well as previous janitorial contracts, number of years with those accounts, and years of experience in janitorial service. The contractor shall not subcontract the janitorial service to another individual or janitorial service. The owner reserves the right to inspect buildings currently being cleaned by the contractor.
7. Payment will be made on a monthly basis on invoices furnished by the successful contractor. Rowan County will not pay prior to services.
8. The contract may be awarded as a complete unit (all buildings) or for each individual building. We require that the prices be broken down for the charge of each building. The contract will be awarded to the lowest responsible bidder, taking into consideration, quality, performance and experience. The County reserves the right to reject any or all bids or waive any informality that may be permitted by law.
9. Contractor shall list the name and date of birth of employees he/she intends to assign to each building. All employees will be subject to a criminal background check. **All employees will be required to be twenty-one (21) years of age or older.** The contractor will be required to submit to Administrative Services any additional employee name and DOB that will be added during the duration of the contract for services, at a minimum of one week before the new employee will be allowed to service the buildings so that a criminal background check may be scheduled. All employees will be required to wear an identification badge, furnished by the employer, at all times when servicing the buildings.

10. Questions concerning this Request for Bids should be directed to David Sifford, Rowan County Purchasing Agent at david.sifford@rowancountync.gov or 704-216-8174.

GENERAL CONDITIONS

1. Experience

Contractor should have at least five years managerial experience in work comparable in scope to work that is being proposed. Contractor must submit the names of at least five (5) janitorial accounts of equal scope of work now in service to be used as references. References should include company name, address, phone number and name of person responsible for supervising the contract. The contractor shall have a person or persons available during normal daylight working hours to address any problems or complaints.

2. Laws & Regulations

Contractor shall comply with all state, federal or local laws, ordinances, codes, rules or regulations bearing on the conduct of the work including equal opportunity employment laws, OSHA regulations, minimum wage and hour regulations and national Fire Protection Association regulations.

3. Tobacco Products

Use of smoking materials and tobacco products, including smoking, dipping, chewing or other similar activities in all forms, is prohibited in County buildings.

4. Indemnity

The successful contractor will indemnify, save harmless and exempt Rowan County, its officers, agents, servants and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, fines, expenses and attorneys fees arising out of a willful or negligent act or omission of the Contractor, its officers, agents, servants and employees.

5. No Collusion or Conflict of Interest

By responding to this RFP, the contractor shall be deemed to have represented and warranted that the proposal is not made in connection with any competing contractor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.

DETAILED SPECIFICATIONS

1. Scope of Work

The contractor shall furnish cleaning service five (5) days per week, Monday through Friday inclusive, and shall do all such work on those days as shall be required to keep the windows, floors, walls and all other portions of said buildings clean and presentable and no less than specified on the attached lists. The contractor shall furnish all supervised labor and equipment necessary to provide complete and efficient cleaning service. The contractor shall arrange cleaning operations as necessary to avoid interfering with County operations.

2. Janitorial Services

The specifications for each building are the **minimum** requirements to maintain the building in a clean and orderly manner. The contractor shall be prepared to perform each task as stated according to the work schedule without prodding or reminders by the administration.

3. Equipment to be supplied by Contractor

The contractor shall furnish equipment necessary to perform the services required by this contract. These include, but are not limited to, brooms, vacuums, vacuum-bags, buffers, dusting equipment (no feather dusters), mops, mop buckets, steam vacuums, safety and other equipment.

4. Items to be supplied by the County

The County will furnish from its stock, paper towels, hand soap for dispensers, toilet tissue, trash can liners, deodorant blocks, disinfectant cleaners, wax stripper, furniture polish, glass cleaner, toilet cleaner, stainless steel cleaner, cleaning towels. These items are to be stocked by the contractor during regular cleaning service for each building. The County will provide storage room for all supplies and equipment. The contractor will make arrangements with Facilities Management or designated contact for the supply of these products when needed.

5. Personnel

A. Prior to beginning work, Contractor shall list the name and date of birth of employees he/she intends to assign to each building. No one under twenty-one (21) years of age will be allowed to work or have access to any of the County facilities that are listed below. All employees and new employees will be required to have a criminal background check that will be conducted by Rowan County. The contractor will be required to submit to Administrative Services any additional employee name and DOB that will be added during the duration of the contract for services, at a minimum of one week before the new employee will be allowed to service the buildings. This will enable the County to do a criminal background check. The contractor is required to furnish **picture identification cards to be worn at all times by each of the employees when servicing the buildings and for access into particular buildings.**

B. The County reserves the right to request of the Contractor, dismissal or replacement of an employee for the Contractor if a conflict or problem with that employee should arise. The Contractor will be responsible for supervision, hiring, and firing his own employees and shall be

solely responsible for their pay, worker's compensation insurance and benefits.

- C. All hired or assigned Personnel are to be given a copy of duties for that building with a copy to be displayed in the supply storage room at all times
- D. Designated County employees will be assigned for contacts with cleaning personnel. Communication between the contact and the cleaning personnel is very important. Therefore the Contractor must assure that at least one cleaning personnel per building can communicate well with the designated contact.
- E. Any employee hired by Contractor will be the Contractors responsibility in assuring compliance with duties.

6. Security

- A. Arrangements as to accessing the facilities will be coordinated through Facilities Management. Issuance of necessary keys, access cards, and other procedures will be arranged after awarding the Contract. The Contractor shall be responsible for which employees shall be assigned keys, access cards, and the return of all access cards and keys immediately upon termination of the contract. Contractor shall report immediately any loss or suspected misuse of the key(s) and access cards immediately after becoming aware of such loss or misuse.
- B. In the event duplication of keys and access cards are required because of contractors and/or his employee's having lost or misuse of, Contractor shall promptly reimburse the County for cost of such duplication. Contractor will not be allowed to duplicate keys or access cards.
- C. Turn off lights, except those designated to be left on, lock all doors and set alarms as directed. All doors found locked should be left locked. Security of the building shall be the responsibility of the Contractor during the designated cleaning service. Absolutely no one other than the authorized personnel can be in the facility after regular work hours. This includes family, relatives, friends, etc.

7. Complaints

The Contractor shall endeavor to correct all complaints within a 24-hour time period. Any complaint which cannot be corrected during the same working day or which cannot be dealt with because of reasons beyond the Contractors control shall be specifically reported to the Contract Administrator.

8. Inspection of Service

The Contractor shall accompany a designated representative(s) of the County on inspections of work at any time during the contract period. The County reserves the right to make determinations as to whether service is being performed satisfactorily.

9. Request for Payment

Contractor shall submit monthly invoices for services in accordance with the contract. Payment will be made within thirty (30) days thereafter. No prior payment of services will be paid.

10. Termination

The County will attempt to resolve issues with unsatisfactory cleaning. At any time the County determines that the unsatisfactory cleaning issues can not be resolved, the contract will be terminated and the County will enter into a contract with the next lowest responsible bidder, if available. Either party may terminate this agreement within thirty (30) days written notice to the other, with or without cause.

11. Terms of Contract

Contract shall exist for three (3) years beginning July 1, 2015 and ending June 30, 2018. The County reserves the right to terminate the contract at any time with or without cause.

12. Holidays

New Year's Day, Labor Day, Martin Luther King, Jr. Birthday, Veteran's Day, Good Friday, Thanksgiving (Thursday and Friday), Memorial Day, Christmas (days vary), Independence Day and Labor Day. Cleaning should be completed before the start of the next business day.

Frank T. Tadlock South Rowan Regional Library
920 Kimball Road, China Grove, NC 28023
22,884 square feet

Areas to Receive Service

All hallways, offices, conference rooms, restrooms, elevators, lobby and other areas used by employees and visitors.

Limited Access

Areas that are limited access will be specified to contractor.

Frequency of Service

Daily cleaning six (6) days per week Memorial, commencing at 9:00 p.m. each day and completed by 7:00 a.m. the following day Monday through Thursday, and commencing after 5:00 p.m. each day and completed by 7:00 a.m. the following day Friday and Saturday. Other cleaning times will be coordinated with the County contact person and must take place at times and in a manner which will limit disruption to normal County activities.

Less than three (3) hours per person will not be acceptable for cleaning this building. The required number of personnel to sufficiently clean this building daily is two (2). However if the Contractor only assigns one person for this building they will need to spend no less than six (6) hours per night to clean. Rowan County and/or its assigned personnel may at any time assure compliance with these terms. If non-compliance is observed, the County reserves the right to deduct partial payment for the time not spent from the Contractor's monthly payment to clean the building and the County reserves the right to terminate the contract.

Services To Be Performed:

Daily:

General

1. Empty trash cans.
2. Replace liners (furnished by Rowan County) in trashcans.
3. Clean and service sand urns at entrances.
4. Clean all door glass and entrances.
5. Sweep entrances, sidewalks, patios and around dumpsters.
6. Clean and sanitize all water fountains.
7. Vacuum carpet in all offices and conference rooms.
8. Tile dusted and damp mop.
9. Spot clean spillage on floors and walls
10. Sweep and damp mop tile under stairwells.

Restrooms

1. Clean and disinfect toilet bowls, hand basins and toilet seats.
2. Clean and polish all glass and mirrors.
3. Clean and polish metal
4. Empty all trash containers.
5. Spot clean partitions and walls.
6. Spot clean around light switches and door hardware.
7. Dust or damp wipe furniture.
8. Refill towel, soap, tissue dispensers, neat seat and personal products. These products are furnished by Rowan County. It will be the Contractor's responsibility to order from Facilities Management to keep adequate supplies at all times.
9. Wash and sanitize partitions and walls (tile).
10. Wet mop and disinfect floor.
11. Pour water into the floor drains in each restroom.

Weekly:

1. Clean entire desktops (per request by employee).
2. Clean counter tops.
3. Spot clean carpet.
4. Wash trash containers.
5. Dust windowsills and baseboards.
6. Clean glass windows in hallways and entranceways.
7. Order cleaning supplies from Maintenance by Wednesday at noon.

Monthly:

1. All non-carpeted floors, hallways (with carpet runners removed), stairways and landings spray buffed and cleaned if applicable.
2. All upholstered furniture vacuumed.

Semi-Annually:

1. All non-carpet floors stripped and waxed if applicable.
2. Dust the top of partitions.
3. Vacuum partitions in offices.
4. Vacuum and dust areas between partitions, walls and furniture that can be reached.

**Rowan County Facilities Warehouse
425 Airport Road, Salisbury, NC 28147
3400 square feet**

Areas to Receive Service

All hallways, offices, conference rooms, restrooms, elevators, lobby and other areas used by employees and visitors.

Limited Access

Areas that are limited access will be specified to contractor.

Frequency of Service

Daily cleaning one (1) day per week commencing at 5:00 p.m. each day and completed by 7:00 a.m. the following day. Cleaning day/times will be coordinated with the County contact person and must take place at times and in a manner which will limit disruption to normal County activities.

Less than three (3) hours per person will not be acceptable for cleaning this building. The required number of personnel to sufficiently clean this building daily is two (2). However if the Contractor only assigns one person for this building they will need to spend no less than six (6) hours per night to clean. Rowan County and/or its assigned personnel may at any time assure compliance with these terms. If non-compliance is observed, the County reserves the right to deduct partial payment for the time not spent from the Contractor's monthly payment to clean the building and the County reserves the right to terminate the contract.

Services To Be Performed:

Daily:

General

11. Empty trash cans.
12. Replace liners (furnished by Rowan County) in trashcans.
13. Clean and service sand urns at entrances.
14. Clean all door glass and entrances.
15. Sweep entrances, sidewalks, patios and around dumpsters.
16. Clean and sanitize all water fountains.
17. Vacuum carpet in all offices and conference rooms.
18. Tile dusted and damp mop.
19. Spot clean spillage on floors and walls
20. Sweep and damp mop tile under stairwells.

Restrooms

12. Clean and disinfect toilet bowls, hand basins and toilet seats.
13. Clean and polish all glass and mirrors.
14. Clean and polish metal
15. Empty all trash containers.
16. Spot clean partitions and walls.
17. Spot clean around light switches and door hardware.
18. Dust or damp wipe furniture.
19. Refill towel, soap, tissue dispensers, neat seat and personal products. These products are furnished by Rowan County. It will be the Contractor's responsibility to order from Facilities Management to keep adequate supplies at all times.
20. Wash and sanitize partitions and walls (tile).
21. Wet mop and disinfect floor.
22. Pour water into the floor drains in each restroom.

Weekly:

8. Clean entire desktops (per request by employee).
9. Clean counter tops.
10. Spot clean carpet.
11. Wash trash containers.
12. Dust windowsills and baseboards.
13. Clean glass windows in hallways and entranceways.
14. Order cleaning supplies from Maintenance by Wednesday at noon.

Monthly:

3. All non-carpeted floors, hallways (with carpet runners removed), stairways and landings spray buffed and cleaned if applicable.
4. All upholstered furniture vacuumed.

Semi-Annually:

5. All non-carpet floors stripped and waxed if applicable.
6. Dust the top of partitions.
7. Vacuum partitions in offices.
8. Vacuum and dust areas between partitions, walls and furniture that can be reached.

**Rowan County Recycling Processing Center
1102 North Long Street, East Spencer, NC 28039
2500 square feet**

Areas to Receive Service

All hallways, offices, conference rooms, restrooms, elevators, lobby and other areas used by employees and visitors.

Limited Access

Areas that are limited access will be specified to contractor.

Frequency of Service

Daily cleaning one (1) day per week commencing at 5:00 p.m. each day and completed by 7:00 a.m. the following day. Cleaning day/times will be coordinated with the County contact person and must take place at times and in a manner which will limit disruption to normal County activities.

Less than three (3) hours per person will not be acceptable for cleaning this building. The required number of personnel to sufficiently clean this building daily is two (2). However if the Contractor only assigns one person for this building they will need to spend no less than six (6) hours per night to clean. Rowan County and/or its assigned personnel may at any time assure compliance with these terms. If non-compliance is observed, the County reserves the right to deduct partial payment for the time not spent from the Contractor's monthly payment to clean the building and the County reserves the right to terminate the contract.

Services To Be Performed:

Daily:

General

21. Empty trash cans.
22. Replace liners (furnished by Rowan County) in trashcans.
23. Clean and service sand urns at entrances.
24. Clean all door glass and entrances.
25. Sweep entrances, sidewalks, patios and around dumpsters.
26. Clean and sanitize all water fountains.
27. Vacuum carpet in all offices and conference rooms.
28. Tile dusted and damp mop.
29. Spot clean spillage on floors and walls
30. Sweep and damp mop tile under stairwells.

Restrooms

23. Clean and disinfect toilet bowls, hand basins and toilet seats.
24. Clean and polish all glass and mirrors.
25. Clean and polish metal
26. Empty all trash containers.
27. Spot clean partitions and walls.
28. Spot clean around light switches and door hardware.
29. Dust or damp wipe furniture.
30. Refill towel, soap, tissue dispensers, neat seat and personal products. These products are furnished by Rowan County. It will be the Contractor's responsibility to order from Facilities Management to keep adequate supplies at all times.
31. Wash and sanitize partitions and walls (tile).
32. Wet mop and disinfect floor.
33. Pour water into the floor drains in each restroom.

Weekly:

15. Clean entire desktops (per request by employee).
16. Clean counter tops.
17. Spot clean carpet.
18. Wash trash containers.
19. Dust windowsills and baseboards.
20. Clean glass windows in hallways and entranceways.
21. Order cleaning supplies from Maintenance by Wednesday at noon.

Monthly:

5. All non-carpeted floors, hallways (with carpet runners removed), stairways and landings spray buffed and cleaned if applicable.
6. All upholstered furniture vacuumed.

Semi-Annually:

9. All non-carpet floors stripped and waxed if applicable.
10. Dust the top of partitions.
11. Vacuum partitions in offices.
12. Vacuum and dust areas between partitions, walls and furniture that can be reached.

Rowan County
 Request for Proposals
 Janitorial Services
 Bid Due Date: June 3, 2015

ATTACHMENT B

BID RESPONSE FORM
 REQUEST FOR BIDS
 ROWAN COUNTY JANITORIAL SERVICES

Contract is for a three year period beginning July 1, 2015 and ending June 30, 2018.
 You must propose a price on each year of the contract and you may price one building or all buildings.
 If you are not proposing a price on a building, please write "NONE" in the space provided.
 Please make sure amounts are legible.

| | <u>1st YEAR</u> | | <u>2nd YEAR</u> | | <u>3rd YEAR</u> | |
|---|-------------------------|-----------|-------------------------|-----------|-------------------------|-----------|
| Frank T. Tadlock South Rowan Regional Library China Grove | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month |
| Facilities Management Office Salisbury | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month |
| Environmental Management Office East Spencer | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month | \$ <input type="text"/> | Per Month |

 Authorized Signature

 Company Name

 Printed Name

 E-Mail

 Street Address

 City, State, Zip

 Phone

 Fax

 Federal Tax ID #