



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: Wednesday, April 6, 2016

Date Due: Friday, April 29, 2016 at 5:00 PM ET

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 fifteen county facilities. 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 Friday, April 29, 2016 at 5:00 pm ET 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 6th day of April, 2016.

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 thirteen Rowan County buildings. The following documents make up this Request for Bids:

- a. This Document
- b. Attachment A: Rowan County Janitorial Specifications 2017 – 2019
- c. Attachment B: Rowan County Janitorial Services Bid Response Form

Important Dates

Issue Date:	Wednesday, April 6, 2016
Mandatory Pre-Bid Meeting Date:	Thursday, April 14, 2016 at 10:00 AM ET
Deadline for written questions:	Thursday, April 21, 2016 at 5:00 PM ET
Deadline for Submitting Proposals:	Friday, April 29, 2015 at 5:00 PM ET

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 meeting will be held at the Rowan County Facility Management Department at 425 Airport Road, Salisbury, NC 28147. 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 on Friday, April 29, 2016 at 5:00 pm in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Salisbury, North Carolina.. 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 5:00 pm on Thursday, April 21, 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 execute 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 only 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.

Locations of Work

- | | |
|-------------------------------|--|
| 1. Administration Building | 130 West Innes Street, Salisbury, NC |
| 2. Agriculture/EOC | 2727 Old Concord Road, Salisbury, NC |
| 3. County Building | 401 North Main Street, Salisbury, NC |
| 4. Health/Social Services | 1811/1813 East Innes Street, Salisbury, NC |
| 5. Rowan Transit System | 2726 Old Concord Road, Salisbury, NC |
| 6. Telecommunications | 1090 Corporate Center Drive, Salisbury, NC |
| 7. Crawford Building | 310 North Mains Street, Salisbury, NC |
| 8. Magistrate's Office | 118 West Liberty Street, Salisbury, NC |
| 9. Probation/Parole | 122 East Kerr Street, Salisbury, NC |
| 10. Criminal Justice Center | 232 North Main Street, Salisbury, NC |
| 11. Rowan County Courthouse | 204 North Main Street, Salisbury, NC |
| 12. Sheriff's Office South | 102 North Central Avenue, Landis, NC |
| 13. Satellite Jail | 400 Grace Church Road, Salisbury, NC |
| 14. Rowan Public Library HQ | 201 West Fisher Street, Salisbury, NC |
| 15. Rowan Public Library East | 110 Broad Street, Rockwell, NC |

A mandatory pre-bid conference will be held on Thursday, April 14th at 10:00 AM ET at the Rowan County Facilities Management Department, 425 Airport Road, Salisbury, NC. A cleaning company representative must be present at this meeting in order to offer a bid on the project. Companies interested in bidding should be prepared to tour some of the buildings after that pre-bid meeting. This tour will take the majority of the afternoon following the pre-bid meeting. The tour for the Criminal Justice Center and Courthouse will be given on the afternoon of Friday, April 15th. Due to the complexity of the Criminal Justice Center and the Courthouse, it is strongly recommended that you also make this tour. We will make every effort to make the tours as thorough, yet as quickly as possible.

ATTACHMENT A

ROWAN COUNTY JANITORIAL SERVICES REQUEST FOR BIDS

INSTRUCTIONS

1. Sealed bids are due to Rowan County, Administration Building, 130 West Innes Street, Salisbury, NC 28144, no later than **Friday, June 29, 2016 at 5:00 PM ET**. 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. 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.
3. All employees shall be bondable and a minimum of 21 years old.
4. Before the contract is awarded, the successful contractor must provide proof of insurance in the amounts listed in the Request for Proposals.
5. 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.
6. Payment will be made on a monthly basis on invoices furnished by the successful contractor. Rowan County will not pay prior to services.
7. One contract will be awarded as a complete unit (all buildings), and not 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.
8. The selected contractor will be required to 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 Facilities Management 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.
9. 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 bid is not made in connection with any competing contractor submitting a separate response to this RFB, 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 (unless otherwise specified), 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 County.

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 will be required to have a criminal background check that will be conducted by Rowan County. The contractor will be required to submit to Facilities Management 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 County will 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 pre-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, 2016 and ending June 30, 2019. 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.

Scope of Work

Areas to Receive Service

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

Limited Access

Areas that have limited access will be specified to contractor.

Frequency of Service

Daily cleaning five (5) days per week (unless otherwise specified), commencing at 5:00 p.m. each day and completed by 7:00 a.m. the following day Monday through Friday. 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.

General Daily Cleaning

The contractor must provide the following services, no less frequently than the schedule specified. The Facilities Management Department personnel will inspect the premises on a random basis to ascertain whether the services are being provided.

Daily Cleaning

1. Empty trash cans.
2. Replace liners (furnished by Rowan County) in trashcans.
3. Clean and service cigarette 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 twice weekly.
8. Tile dusted and damp mopped.
9. Spot clean spillage on floors and walls.
10. Sweep and damp mop tile under stairwells.
11. Clean and shine all chrome fixtures including moldings.
12. Special cleanup of areas which have had furniture, equipment, cartons or carpet moved. These areas should be brought up to the same level of cleanliness and appearance as surrounding or adjacent areas within a reasonable amount of time.
13. Clean and vacuum elevator and spot clean elevator walls, doors, panels and tracks.
14. Clean fingerprints and marks from entrance glass doors, door jambs, glass surfaces and interior windows.
15. Vacuum all interior entry floor mats.

Daily Restroom Maintenance

1. Replenish all restroom supplies, soaps, paper towels, toilet tissue, toilet seat covers.
2. Sweep floor. Wet mop at least three times per week with cleaner supplied by County.
3. Clean and disinfect toilet bowls, hand basins and toilet seats.
4. Clean and polish all fixtures, glass and mirrors.
5. Empty all trash containers.
6. Spot clean partitions and walls.
7. Spot clean around light switches and door hardware.
8. Dust or damp wipe furniture.
9. Pour hot water into the floor drains in each restroom after mopping.

Daily Staff Break Room Cleaning

1. Clean and wet mop floors.
2. Clean sink, tabletops, chairs, counters, inside and outside of microwaves, and outside of refrigerators.
3. Wipe and clean vending machines.
4. Replenish paper towels.
5. Empty all trash and waste receptacles.

Weekly Cleaning

1. High and low dusting, dust ledges, including stairwell and windowsills. Dust bare surfaces of workstations and partition tops.
2. Thoroughly vacuum upholstered furniture in conference rooms and private offices as well as public areas.
3. Spot clean walls and doors.
4. Sweep/vacuum stairways & landings and clean hand railings in stairwells.
5. Clean/dust exhaust vents.
6. Wash trash containers as needed.
7. Dust windowsills and baseboards.
8. Order cleaning supplies from Facilities Management Department by Wednesday at noon.

Special Additional Services For Some Areas

Courtrooms Weekly – Polish pews, rails, judges' benches.

Contractor Employee Policy

The contractor agrees to be responsible for and shall provide general supervision of all its employees working under this contract. Whenever any employee is working, there shall be a designated supervisor directing their work.

Prior to working at the Detention Center, Courthouse and Sheriff's Office, the contractor will provide the names of each employee for purposes of a background check for suitability of employment in these areas. The Sheriff may deny the acceptance of any employee into these areas if he feels it will be in the best interest of the department. This decision has no appeal and requires no explanation. Employees working in these areas must be finger-printed.

The contractor shall ensure that all of its employees abide by the following rules:

1. They shall wear an identification badge or distinct uniform provided by the contractor at all times while on county premises.
2. They shall be of good integrity and character.
3. They shall not disturb any papers, boxes or other materials except that in trash receptacles or designated areas for trash unless such material is properly identified as trash.
4. They shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage within 24 hours to the County in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may result in default of the contract.
5. They shall not open drawers, file cabinets, or use any telephone unless given specific approval by Rowan County.
6. They shall not leave keys in doors or admit anyone into any building office who is not a designated employee of the contractor. Employee children and family members are not allowed to hang out in the buildings while it is being cleaned. All doors which are locked upon entry will be immediately re-locked.
7. They shall not clean or move copy machines or other office machines except specifically requested by Rowan County.
8. They shall abide by rules and regulations set forth by Rowan County which affects the performance of work.
9. They shall not remove any article or materials from the premises, regardless of its value or regardless of any employee's or tenant's permission. This is to include the contents of any item found in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.

Upon written request of Rowan County to the contractor, any Contractor's employees who fail to abide by these or any other rules established by the County will be immediately pulled off of the job and replaced at no contract cost adjustment.

CONTRACTOR INFORMATION SHEET

- 1. LOCATION OF FIRM _____
- 2. OWNER OF FIRM _____
- 3. NUMBER OF YEARS IN BUSINESS _____
- 4. IS BUSINESS FULL OR PART TIME? _____
- 5. NUMBER OF PERSONS EMPLOYED ON REGULAR BASIS _____
- 6. DO YOU MAINTAIN AN OFFICE THAT IS STAFFED DURING NORMAL DAILY WORKING HOURS?

- 7. WHO WILL BE THE COUNTY'S CONTACT PERSON IN THE EVENT YOUR FIRM IS AWARDED THE CONTRACT? _____
TELEPHONE NUMBER _____

- 8. PLEASE LIST FIVE (5) REFERENCES OF BUSINESSES (NOT HOMES) FOR WHICH YOU HAVE PROVIDED JANITORIAL SERVICES WITHIN THE PAST FIVE (5) YEARS.

<u>NAME OF BUSINESS</u>	<u>PHONE #</u>	<u>YRS OF SERVICE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRACTOR AND INSURANCE AGENT STATEMENT

We understand the insurance requirements of these specifications and the evidence of insurability shall be provided prior to Contract execution. If our client is awarded this Contract, we agree to provide the County with a thirty (30) day written notice of any intent to amend, terminate, or non-renew coverage by the insuring company.

Contractor _____

Signature of Contractor _____

Insurance Agency _____

Signature of Agent _____

Address of Agency _____

Telephone Number _____

ATTACHMENT B

**ROWAN COUNTY JANITORIAL SERVICES
REQUEST FOR BIDS**

BID RESPONSE FORM

The undersigned proposes and agrees that if this bid is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Bids documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina for the prices provided below:

Monthly Bid: \$ _____ X 12 = Total Annual Bid: \$ _____

Monthly Bid Price will be the total compensation for labor, equipment and expenses.

Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the bid certifies that this bid has not been arrived at collusively nor otherwise in violation of Federal or North Carolina antitrust laws.

The following addenda are acknowledged: #01 dated _____ #02 dated _____

Respectfully submitted this _____ day of _____ 2016.

CONTRACTOR: _____
(Name of firm or corporation submitting bid proposal)

BY: _____

TITLE: _____

ADDRESS: _____

REFERENCES:

	COMPANY	CONTACT	PHONE
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____