



# REQUEST FOR PROPOSAL (RFP 08-19)

## CITY OF FOLLY BEACH JANITORIAL SERVICES

### 1. GENERAL

The City of Folly Beach ("City") is requesting proposals from qualified and insured individuals/firms for the purpose of providing janitorial services for two City owned buildings. The scope of the work below requires the contractor to provide all tools, labor, materials, equipment, and supervision necessary to perform the services as detailed in the scope of work. The contract period will be for one year beginning August 1, 2019 with four additional annual extensions at the discretion of the City.

The purpose of this Request for Proposals ("RFP") is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

### 2. SCOPE OF WORK

Janitorial service to provide all labor, equipment, and materials for complete cleaning and limited flooring and window maintenance of 21 Center Street (City Hall) and 106 West Cooper Ave. (Public Safety). Services to include limited outside cleaning and complete inside cleaning of City Hall and Public Safety, assuring impeccable cleanliness and protection of all surfaces, floors, walls, cabinets, countertops, glass, fixtures, handrails, ledges, sills, etc. All work is to be conducted safely and without disrupting operations within or around the buildings. All interior work must be done between 5:00 p.m. and 6:00 a.m.

The following minimum schedule must be followed for City Hall and Public Safety.

- Each Monday, Tuesday (exception for Council meeting nights), Wednesday, Thursday and Friday- Clean floors, stairwells, restrooms, plumbing fixtures, trash receptacles, counter tops, desktops, cabinets, copy machine touch pads, phones, door handles, door and window frames, dust collecting surfaces etc.
- Vacuuming of carpeted areas weekly and additionally as



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needed in all accessible spaces/offices.

- Cleaning and mopping of all restroom floors at each visit and restocking of paper products in restrooms and break areas.
- Taking out trash and recycling and keeping recycling separate from trash disposing into proper outdoor receptacles, to include emptying and replacing bags in trash receptacles and paper shredders.
- Each Monday - cleaning of interior glass and exterior of front entrance glass, exterior elevator door, and interior glass at service/security windows.
- Every Six months (2 times per year) - cleaning of exterior glass
- Every Six Months (2 times per year)- Deep cleaning/shampooing of all carpets
- Every Three Months (4 times per year) - Strip, wax, and buff of VCT flooring and wipe down cleaning of all HVAC supply and return registers.
- \*\*Additional cleanings during special events or MEOC emergency operations may be requested by the city for additional fees as negotiated at contractor's hourly rate.

The City will provide replacement stock and the contractor will provide labor to restock and replace the following for both buildings as needed: all-natural floor and surface cleaners, hand soap and paper products for the restrooms and employee break areas, LED and fluorescent bulbs, trash bags, air freshener, and ceiling tiles. Contractor to notify the City by written request (email) when supplies need to be ordered to maintain stock.

### 3. PROPOSAL PROCESS

- a. Proposal packets can be picked up at the Accounts Payable Office, 2nd Floor, 21 Center Street or can be requested from Robin Brooks by phone at 843-513-1841 or email at [rbrooks@cityoffollybeach.com](mailto:rbrooks@cityoffollybeach.com).
- b. Questions may be emailed no later than April 15, 2019 to Eric Lutz, Facilities Director, [elutz@cityoffollybeach.com](mailto:elutz@cityoffollybeach.com). Answers will be provided to all bidders who have contacted the Accounts Payable Clerk on April 22, 2019. Please note there is an optional pre-bid meeting for this RFP at 1:30 p.m. on April 10, 2019.
- c. Two hard copies must be submitted in a sealed envelope. The sealed proposal must be received in the Office of the Accounts Payable Clerk no later than 2:00 p.m. on Monday April 29, 2019. Sealed proposals may be hand-delivered to the Accounts Payable Clerk, Robin



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Brooks at 21 Center Street, 2nd Floor, or mailed to P.O. Box 48, Folly Beach, SC 29439, Attn: Robin Brooks, Accounts Payable Clerk. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled "RFP 08-19–City of Folly Beach Janitorial Services"

- d. The proposals will be opened at 2:05 p.m. on Monday April 29, 2019. All submitters are invited to be present or send a representative.
- e. Evaluation of proposals will be conducted from April 29, 2019 through May 6, 2019. The selection decision for the selected contractor will be by City Council resolution at a regularly scheduled Council Meeting on Tuesday, May 14, 2019. The winning Bidder will be notified after the City Council Meeting.

#### **4. BID REQUIREMENTS**

The proposal must include the following documents as applicable to be considered a responsive bidder. Please mark each section. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions will become public information. Offerors must clearly mark as "CONFIDENTIAL" each page of their proposal that could be exempt from disclosure. The City reserves the right to make the final determination.

- a. Signed Offeror Representations (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation.
- b. Qualifications to meet the City's objectives. This shall include size of the business, office location from which the service is being performed, and a list of current janitorial contracts.
- c. Prior work performed, including names and contact information for three professional references.
- d. Indicate and list any pending legal actions.
- e. Provide current copy of IRS Form W9.
- f. Outsourcing Statement: If your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include the name, description, and contact information for the organization being subcontracted.

All contractual terms and conditions will be subject to review by the City of Folly Beach. This request does not commit the City to the award of a contract, or to pay any costs incurred in the



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preparation of a response to this request. The City of Folly Beach reserves the right to reject, in whole or in part, any bid submitted which, in the judgment of the City of Folly Beach, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject any or all proposals.

#### **5. OTHER REQUIREMENTS OF THE CONTRACTOR**

If contract is awarded, contractor must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services:

- a. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage, (ii) blanket contractual coverage, including both oral and written contracts, (iii) personal injury coverage.
- b. Worker's Compensation insurance to the statutory limits required by South Carolina state law.
- c. Automobile Liability Insurance \$1,000,000 combined single limit per accident for bodily injury and property damage.
- d. Maintenance of state and local licenses necessary to operate a business in the City of Folly Beach. These costs are not to be paid in whole or in part by the City.
- e. Indemnification and hold harmless documentation for any and all claims arising out of its performance of its duties under this contract.
- f. Compliance with all applicable federal, state and local laws, ordinances and regulations.
- g. The bidder selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- h. Any modifications to the contract shall be in writing and signed by both parties.
- i. All personnel and subcontracted personnel of the selected contractor will be required to pass a SLED background check administered by Folly Beach Public Safety and pass the SLED online security awareness training. Subsequently if new employees or subcontracted personnel are utilized during the contract they must also comply with these requirements.

#### **6. PROPOSAL EVALUATION CRITERIA**

The primary intent with regards to the procurement of these services is to obtain what the City would consider to be the best package of product and service. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, and quality of previous work performed. Bidders will further be evaluated on their experience, qualifications, and references.



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Contractor/Vendor Name: \_\_\_\_\_

**Offeror Representations**

I certify that:

1. I am an agent of the company authorized to make representations on behalf of the company.
2. I have read and understand the solicitation.
3. I have not in any way colluded with anyone to obtain information that would give the me an unfair advantage over others or set pricing for the proposal.
4. I (alongside the Company) am qualified to perform the services required by the solicitation.

\_\_\_\_\_  
Authorized Signature for Bidder/Offeror & Date

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath.

***Sworn to and Subscribed before me***

this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public in and for South Carolina  
My Commission Expires: