

REQUEST FOR PROPOSAL  
FOR  
COUNTY OF JOHNSTON  
Smithfield, NC 27577

TO: BIDDERS  
February 15, 2017

The County of Johnston will solicit Request for Proposals to provide an annual service contract for the cleaning of the Johnston County Agricultural Center Auditorium according to the attached specifications. At this time, the Request for Proposals will be open and evaluated. The proposals are due no later than 5:00 pm on March 24, 2017.

The County will hold a walk-through of the facilities on Wednesday, March 1, 2017 from 1:00 pm until 5:00 pm. If you wish to attend the escorted walk through, you will need to be at the front entrance of the Johnston County Agricultural Center at 1:00 pm. At this time you will be able to take measurements, make notes, and view the areas which we have specified to be cleaned. This will be the only walk through provided or allowed.

The Request for Proposal form to be used by the bidders and the specifications of the annual cleaning are attached. The County of Johnston hereby reserves the right to reject any and all Request for Proposals.

County of Johnston  
Smithfield, North Carolina

## GENERAL CONDITIONS

1. **How to Submit Bid Proposals:** Proposals must be mailed or delivered allowing sufficient time to ensure receipt by the Johnston County Finance Office on March 24, 2017 by 5:00pm. Bids not received by the date specified will not be opened or considered, unless the delay is a result of the negligence of the County, its agents, or assigns.
  - A. Mailing Address:  
Johnston County Finance Office  
Purchasing Agent- Pam Radford  
P.O. Box 1049  
Smithfield, NC 27577
  - B. Hand Delivery:  
Johnston County Finance Office  
Purchasing Agent- Pam Radford  
207 East Johnston Street, B-207  
Smithfield, NC 27577
  - C. Contact Information:  
Pam Radford  
919-989-5195
2. **Standards for Acceptance of Bid for Award Contract:** The County reserves the right to reject any or all bids. The award for Johnston County's cleaning services may be made to the lowest responsible bidder that best meets the needs and interests of the County, taking into consideration quality and performance. Johnston County reserves the right to bid any other services for cleaning not listed herein and/or award same to successful vendor.
3. **Compliance with Laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.
4. **Bids for All or Part:** Unless otherwise specified by the County or by the bidder, Johnston County reserves the right to make award on all items or on any of the items according to the best interest of the County. Bidder may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.

5. **Contract Term/Conditions:** This is an annual contract for one year starting 7/01/17 – 6/30/18. Bidder warrants that bid prices, terms, and conditions quoted in his/her bid will be firm for acceptance for a period of one (1) year.
6. **Contract Extension:** Johnston County reserves the right to renew this contract each year with the same terms and conditions upon agreement of both parties, provided that funds have been appropriated by the governing board and performance under this contract has been satisfactory. Price increase shall only be considered at contract renewal time and may be cause for non-renewal.
7. **Completeness:** All information required by Request for Proposal must be complete and submitted to constitute a proper bid.
8. **Acceptance of Service:** In the event that the service supplied to the County does not conform to specifications, the County reserves the right to cancel the service upon 30-day written notice to the vendor at the vendor's expense.
9. **Guarantee:** Unless otherwise specified by the County, the bidder will unconditionally guarantee the service and workmanship on all services. If within the guarantee period, any defects occur which are due to faulty services, the bidder, at his/her expense, shall repair, adjust the condition, or replace the services to the complete satisfaction of the County. These repairs, replacements, or adjustments shall be made only at such time designated by the County to be the least detrimental to the operation of County business.
10. **Indemnity & Insurance:** The bidder will indemnify and hold harmless the County, its officers, agents, and employees from and against all loss, cost, damages, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products, or services rendered or purchased under this contract.

Where bidders are required to enter or to go onto County property to deliver materials or perform work, the contractor will purchase and maintain the insurance listed below as A, B, & C.

Where bidders will not be required to enter or go onto County property and will only provide supplies, materials, or equipment, the contractor will purchase and maintain insurance coverage designated below as B.

- A. Automobile – Bodily injury and property damage liability covering all owned, non-owned, and hired vehicles for limits of not less than \$1,000,000 bodily injury each person, each accident; and, \$1,000,000 property damage, or \$1,000,000 combined single limits, bodily injury and property damage.
- B. Commercial General Liability-Bodily injury and property damage liability as will protect the contractor from claims of bodily injury or property damages

which arise from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage – combined single limit each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability.

- C. Workers' Compensation and employers' liability meeting the statutory requirements of the State of North Carolina.

The successful bidder shall provide the County with a certificate of such insurance and shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

11. **Default Provision:** The Contract may be canceled or annulled with a 30-day notice by Johnston County in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. An award may be made to the next low bidder for services specified, or they may be purchased on the open market and the defaulting Contractor shall be liable to Johnston County for costs to the County in excess of the defaulted contract prices. The bidder shall continue the performance of this contract to the extent that any part is not terminated under the provisions of this clause.

12. **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies and, in the case of a joint bid, each party thereto certifies as to its own organization, that in connection with this procurement:

- 1) The price in this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not and will not be knowingly disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competition; and
- 3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

13. **Qualified Vendor:** A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance, and service contained within these specifications.

14. **Equipment and Supplies:** Vendor must provide all cleaning equipment and cleaning supplies to properly clean facilities to the specifications of the County.

**15. List Five References For Who You Are Providing Services:**

The County requires a minimum of ten (10) years experience.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

5. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

COUNTY OF JOHNSTON  
SMITHFIELD, NORTH CAROLINA  
February 15, 2017

SPECIFIED  
TERMS AND CONDITIONS  
FOR  
CLEANING SERVICES  
AT  
JOHNSTON COUNTY AGRICULTURAL CENTER AUDITORIUM

This describes the terms and conditions for an annual cleaning service for Johnston County Agricultural Center Auditorium.

This agreement shall be for one year starting July 1, 2017 to June 30, 2018. It will automatically renew on a year-to-year basis after the original term ends unless Johnston County or vendor give the other written notice that it does not want to renew. Price adjustments will be discussed at the end of each term.

1. Required Services For Facilities:

See Attachment A

2. Staffing Pattern and Communication:

- A. A minimum of one (1) porter is required for all rental events that take place after 5:00 pm Monday through Friday and at all events that occur on Saturday and Sunday. For events with over 200 guests in attendance, the presence of one (1) additional porter is required.
- B. The County requires that the supervisor position be equipped with a cell phone for emergencies, problems, or questions that may arise. In the absence of the Supervisor, the vendor must provide the County with a name and number of someone else for the County employees to contact.
- C. The County requires that supervisor(s) and/or porters be able to properly communicate with County employees. The supervisor/porters should be able to speak the English language fluently.

3. Staff Uniform and Identity Requirements:

- A. The County requires that vendor's staff wear a solid colored uniform. The uniform may consist of scrubs or other attire such as solid polo shirts and pants.

- B. Shoes should not be open toed.
- C. The County requires that all janitorial personnel display a photo I.D. at all times while on the premises of County property.

4. Material Safety Data Sheets:

- A. The County requires that product information be kept on all cleaning agents used by the vendor's staff. This information should be stored in the Janitors Closet for review and reference.

5. Product Standards:

- A. All cleaning products for routine cleaning will be provided by the County.

6. Additional Cleaning:

- A. Additional cleaning may be needed due to the use of facilities by the public or the use for County functions. The additional cleaning will be requested as needed by the Cooperative Extension office.

- 1. Price per square foot to clean rooms that require sweeping and mopping.
- 2. Price per square foot to clean rooms that require vacuuming.
- 3. Price per square foot to clean Public Restrooms.

The cleaning price per square foot of the above listed should also include general cleaning and emptying of trash containers. (See Attachment B)

- B. Additional floor care may be needed. The additional floor care will be requested as needed by the County.

- 1. Price per square foot for shampooing carpet flooring.

The price per square foot for floor care should include general cleaning of floors needed before or after treatments. (See Attachment C)

7. Total Square Footages:

The square footage totals provided were calculated by the County. It is the vendor's responsibility to bring any discrepancies found to the

County's attention before the proposal is to be submitted. Square footage estimates are as follows:

- A. Auditorium – main room: 4,900 sq. ft. – carpet
- B. Auditorium – lobby: 1,000 sq. ft. – carpet
- C. Auditorium – stage: 1,000 sq. ft. – wood
- D. Auditorium – restrooms: 840 sq. ft. – ceramic tile
- E. Auditorium – catering kitchen: 310 – VCT

8. Payments:

Invoices for services shall be submitted twice (2) per month. Invoices should be submitted on or before the fourteenth (14<sup>th</sup>) and twenty-eight (28<sup>th</sup>) of each month to equal twenty-four (24) equal payments. Payment for services will be Net 30.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Vendor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



SERVICES REQUIRED		FREQUENCY		
AREA/ITEM	WORK DESCRIPTION	DAILY	MONTHLY	AS-NEEDED
<b>RESTROOMS</b>				
<b>*Public Restrooms: Clean following each event</b>				
TOILETS-SINKS-URINALS	CLEAN-SANITIZE-POLISH	X		
TRASH CONTAINERS	EMPTY-LINE-CLEAN-SANITIZE	X		
DISPENSERS:SOAP,TOWELS, TISSUE, NAPKIN	FILL-CLEAN-SANITIZE	X		
GLASS-MIRRORS-CHROME HARDWARE	CLEAN - POLISH	X		
FLOORS	SWEEP-DAMP MOP-SANITIZE	X		
PARTITIONS-DOORS	DUST-DAMP MOP-SPOT CLEAN	X		
WALLS BY SINKS / URINALS	DAMP WIPE	X		
FLOOR DRAINS	SEAL-CLEAN			
<b>FLOORS</b>				
RESILIENT	SWEEP	X		
RESILIENT	DAMP MOP	X		
RESILIENT	WAX			
RESILIENT	BUFF			
CEMENT-TERRAZZO-TILE-OTHER	SWEEP-DAMP MOP	X		
RUGS - CARPETS	VACUUM-SPOT CLEAN	X		
<b>EXTERIOR</b>				
ENTRANCE & STEPS	SWEEP PRIOR TO EVENT	X		
PAPER - DEBRIS	PICK UP	X		
TRASH CONTAINERS	EMPTY	X		
ASHTRAYS-URNS	EMPTY - CLEAN		X	
<b>DOORS-WALLS-PARTITIONS</b>				
ENTRANCE GLASS DOORS	CLEAN			X
INTERIOR GLASS	CLEAN			X
DOORS-FRAMES-WALLS	SPOT CLEAN,REMOVE GRAFFITI			X
<b>AUDITORIUM</b>				
REMOVE TRASH AND DEBRIS		X		
SET 6-FT ROUND AND 6-FT RECTANGULAR TABLES	SET ACCORDING TO DIAGRAM	X		
SET CHAIRS	SET ACCORDING TO DIAGRAM	X		
CLEAN TABLE TOPS/CHAIRS	WIPE WITH DAMP CLOTH	X		
REMOVE TABLES AND CHAIRS TO STORAGE	PLACED ACCORDING TO DIAGRAM	X		
<b>CATERING KITCHEN</b>				
EMPTY TRASH AND REPLACE LINER AS NEEDED				X
CLEAN DESKS AND HORIZONTAL SERVICES				X
SPOT CLEAN WALLS AND GLASS PARTITIONS				X
<b>ACTIVITY ROOM</b>				
RESET TABLES AND CHAIRS		X		
CLEAN TABLE TOPS/CHAIRS	WIPE WITH DAMP CLOTH	X		

**Vendor's Bid on Specified Requirements:**

**TOTAL BID FOR GOVERNMENTAL COMPLEX**

\_\_\_\_\_

**\$ -**

\_\_\_\_\_

\*Total bid includes all cleaning specifications listed in Attachment A.  
This amount will be your total bid.

**Comments:**

**Johnston County  
Additional Cleaning  
Vendor Pricing**

<b><i>Requirements</i></b>	<b><i>Price per Square Foot</i></b>
Rooms that require Sweeping and Mopping	\$ -
Rooms that require Vacuuming	\$ -
Public Restrooms	\$ -

\*Note: Price per Square Foot should include general cleaning and emptying of trash containers.

**Johnston County  
Additional Floor Care  
Vendor Pricing**

<i>Requirements</i>	<i>Price per Square Foot</i>
Shampooing Carpet	\$ -

\*Note: Price per Square Foot should include general cleaning of floors needed before or after treatments.

## VENDOR INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_

CELLULAR / MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_