

JAMES ISLAND PUBLIC SERVICE DISTRICT

1739 Signal Point Road
Charleston, SC 29412
Phone (843) 795-9060 / Fax (843) 762-5240

Request for Proposals

DATE: 10/29/2018

SOLICITATION NUMBER: FAC 2018-2

DESCRIPTION: **Cleaning Services**

OPENING DATE/TIME: November 29, 2018 @ 2:00 PM

LOCATION: 1739 Signal Point Road
Charleston, SC 29412

DIRECT ALL INQUIRES TO: David Major, Facilities Maintenance Specialist.
Email: majord@jipsd.org

Note(s) to Offerors:

- This solicitation does not commit the James Island Public Service District (JIPSD) to award a contract, to pay any cost incurred in the preparation of applications submitted, or to procure or contract for the services.
- All proposals must be submitted under sealed cover and *mailed*, or *hand delivered* to:
James Island Public Service District
Attn: James G. Game, MBA, AFO
PO Box 12140 / 1739 Signal Point Road
Charleston, SC 29422
Email gamej@jipsd.org

Each sealed envelope containing a proposal shall be marked on the outside with the Offeror's complete name, address, and proposal number.

- The Proposal Form, Safety Certification, Bonding and Insurance must be included in the proposal package.
- If you plan to submit a response to this solicitation, after downloading, you must send an email to James Game, AFO at the email address listed above so that your company can be added to the mail-list to receive any future amendments. Include the solicitation number, company name, phone number, fax number and email address.

- JIPSD reserves the right to reject proposals of any offeror who does not meet the qualifications of having adequate capital, equipment, and organization to undertake the work; to reject proposals that contain any omissions, alteration, condition, or limitation, or that show any other irregularity of any kind; to accept any proposal, whether or not the lowest, or to reject any or all proposals as the interest of JIPSD.

Part I. INTRODUCTION RFP #: FAC 2018-2

The JIPSD is soliciting proposals for a two (2) year contract with two (2) one-year options for cleaning services.

Vendors are required to submit written proposals that present the vendor's qualifications and visit the building to gain an understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 2:00 November 29, 2018 directly to JIPSD at the following address:

JIPSD
Attn: Request for Proposal for Cleaning Services
1739 Signal Point Road
Charleston, SC 29412

General Instructions for Proposal

a) *Proposal Content* - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed nonresponsive.
- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Illinois contacts. JIPSD reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) *Proposal Period* – Proposal prices are to be firm for ninety (90) days.

c) *Proposal Award* - It is the intent of JIPSD to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the JIPSD may consider. JIPSD reserves the right to accept or reject any or all proposals and to waive irregularities therein. JIPSD RFP for Cleaning Services

d) *Term and Renewal* – The term of the Contract shall be for a two (2) year contract

with two (2) one-year options unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice.

e) Basis of Payment – Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice and after approval by JIPSD Board. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Proposal Instructions Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide four (4) copies of the proposal to JIPSD.
2. Complete Proposal Form and Signature Page
3. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services**.

Proposals should be mailed or delivered in person to:
JIPSD

Attn: Request for Proposal for Cleaning Services
1739 Signal Point Road
Charleston, SC 29412

Proposals must be received no later than 2:00 PM November 29, 2018

Part II. SPECIFICATIONS RFP #: FAC 2018-2

The specifications outline the requirements for cleaning services for three (3) buildings.

Entrance(s), Lobby, Reception Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum walk off mats and traffic lanes.
3. Dust mop hard surface floors.
4. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
5. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
6. Spot treat soiled carpet areas.
7. Damp mop & disinfect hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Dust all horizontal and vertical surfaces.

Monthly:

1. Thoroughly vacuum all flooring, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe & disinfect walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

Hallways

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners) Ensure trash receptacles are clean.
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Clean & disinfect all drinking fountain(s) and water cooler(s) removing watermarks and splashes on sides, fronts, surrounding walls and common area door handles and appliances.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe & disinfect walls, door handles, light switches, common areas and door handles on appliances and wipe down doors removing finger prints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

General Offices, Conference/Training Room, Work Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, printers, pictures, office furniture and all manner of furnishings.
3. Damp mop & disinfect hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe & disinfect walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Damp wipe telephones with disinfectant.

Quarterly:

1. Thoroughly wash windows (interior and exterior) and partition glass on both sides.
Damp wipe all window/glass frames (Weather permitting).
2. Dust horizontal blinds.

Restrooms (5) Buildings 1, 2 & 5

Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Mop & disinfect hard surface floor.
8. Report any restroom repairs needed to the maintenance department.
9. Wipe & disinfect all restroom partitions on both sides.
10. Scour and sanitize all basins. Polish bright work.
11. Pour fresh water down floor drains to refresh water in sewer line.
12. Spot wipe & disinfect walls, light switches, and doors removing fingerprints, smudges, and spills.
13. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors.

Kitchenette Areas

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean and disinfect fronts, tops, and sides of trash receptacles.
3. Wipe and disinfect counters.
4. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
5. Clean and sanitize sink (Client responsible for dishes)
6. Spot clean cabinets and exterior of appliances to present a neat appearance.
7. Clean interior of microwaves removing food particles and stains.
8. Dust, mop & disinfect hard surface floors.
9. Mop & disinfect hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe & disinfect walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach. Quarterly:
3. Thoroughly wash windows (interior and exterior on ground level; interior only on second/etc. floor) and partition glass on both sides. Damp wipe all window/glass frames. (Weather permitting).
4. Dust horizontal blinds.

Equipment and Cleaning Chemicals

The JIPSD will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Facilities Maintenance Specialist.

Damage

The contractor shall report to the Facilities Maintenance Specialist any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

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Deviations from Terms, Conditions, Provisions & Specifications

If you do not have any deviations, write "NONE."

Page #	Item #	Description	Explain Differences

I agree to abide by all the terms, conditions, provisions, and specifications of this proposal; except those as listed above.

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

Title

email address

Date

Telephone Number

Fax Number

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Part II. Proposal Form

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CLEANING SERVICES

PLEASE PROPOSE YOUR LOWEST PRICE FOR THE FOLLOWING. JIPSD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE OFFERED.

Cost to perform the following services including labor and materials

DESCRIPTION		TOTAL
Cleaning Building 1	\$	
Cleaning Building 2	\$	
Cleaning Building 5 Rest Rooms	\$	

The undersigned, having fully familiarized itself with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to JIPSD, which it verifies to be true and correct to the best of its knowledge. The undersigned further certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. The undersigned agrees to be bound by all conditions set forth in this solicitation and certifies it has signature authority to bind the company listed herein.

Company Name

Printed Primary Contact Name

Mailing Address

Title

Email

City, State, Zip

Telephone Number

Fax Number

Date

Authorized Signature

Minority business: Are you a minority business?

☐ **Yes** (Women-owned / Disadvantaged) If yes, please submit a copy of your certificate with your response.

☐ **No**