



REQUEST FOR PROPOSAL

Janitorial Service Manchester Waste Water Treatment Plant

Sealed competitive bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 11:00 A.M. local time on July 14th, 2009 at which time they will be opened publicly and read aloud. The requested janitorial service is for our Manchester Waste Water Treatment Plant. The term of this agreement is 24 months with two 12 month options, for a total of 48 months, if options are exercised.

The bid opening will begin promptly at the appointed time in the Conference Room of the City of Rock Hill Operations Center, located at 349 Columbia Avenue, Rock Hill S.C. No bid may be submitted after the bid opening begins.

No bid may be withdrawn for a period of thirty (30) calendar days after the bid opening.

Bids may be mailed to the Purchasing Division, City of Rock Hill, P.O. Box 11706 Rock Hill, South Carolina 29731-1706 or hand delivered to the Purchasing Office, located in the Warehouse/Garage Complex on Columbia Avenue, (adjacent to the Operations Center) prior to the appointed time of the bid opening.

The contract period will begin on the designated date and continue until completion. All prices quoted must be valid for the duration of the contract.

All bidders must comply with all State, Federal, local laws and ordinances regarding fees, insurance, licensing and bidding requirements.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000, an Insurance Certificate on the ACORD form is acceptable. The City of Rock Hill Insurance forms included herein are to be used to submit evidence of required coverage.

A MANDATORY pre-bid conference will be held at the Manchester Waste Water Treatment Plant located @ 310 Red River Road Rock Hill, SC 29730 on June 30, 2009 @ 10:00 A.M. Your bid will not be considered if you do not attend this meeting. Please call (803) 329-7072 for directions.

Payment to contractor will be in monthly increments upon receipt of invoice from the contractor and approval by the Plant Supervisor.

All prices quoted are to include all material, supplies, equipment, and labor to perform the stated task in a workmanlike manner. All prices are to include all applicable taxes and materials.

If an award is made, it will be to the lowest responsible and responsive bidder meeting all specifications, terms and conditions.

Should all bids be higher than the amount allocated by the City of Rock Hill for this service, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decision it deems to be in its own best interest.

The City reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest.

All bids must be in a sealed envelope and marked “SEALED BID; JANITORIAL SERVICES; OPEN JULY 14, 2009 11:00 A.M.”

WMBE STATEMENT: It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuant of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Illegal Immigration Reform Act Compliance: "The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors."

City Business License: The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact the Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Questions regarding insurance requirements should be directed to Dorothy Archie @ (803) 329-7025. For questions regarding required services, contact Steve Walters @ (803) 329-8726. Contact Marty Burr @ (803) 329-5551 with questions about bid terms and conditions.

INSTRUCTIONS TO BIDDERS

Bidders are to use the Bid Sheet provided herein for submission of bid.

Enclosed insurance and business license forms are to be submitted only by the successful bidder.

The enclosed Indemnity Provision is to be signed and submitted to the City of Rock Hill, only by the successful bidder.

The contract will start on August 01, 2009 for a period of 24 months with two 12 month renewal options.

All tile floors must be stripped and waxed annually this work must be coordinated with facility supervisor.

City of Rock Hill will supply and replenish all of the restroom needs (toilet paper, hand towels, hand soap, can liners, and air fresheners).

Contractor will be responsible for all cleaning equipment, supplies, and labor to perform said tasks.

Each employees of the contractor must pass a background check and be approved by Cities Human Resources Department at the contractors expense.

Every employee of the contractor must wear a shirt identifying the name of the contract company.

The City of Rock Hill will provide a secure area for contractor to store its cleaning equipment.

The bid is to be expressed in terms of a monthly fee for providing all services detailed herein.

The City of Rock Hill reserves the right to terminate this contract at any time by submitting written notice to the contractor at least thirty (30) calendar days in advance.

Hours of operation: Work can be performed from 7:00 AM to 3:00 PM
Monday through Friday.

Please list three business references that you are currently engaged in similar
type practice. Also to be included person of contact, phone number and
address for each.

1. _____

2. _____

3. _____

BID SHEET

We the undersigned, affirm that we have read, and understand, the terms, conditions, and the scope of services as stated in this bid solicitation. In accordance with the same, we hereby submit the following proposal:

Provide janitorial services for City of Rock Hill, @ Manchester Waste Water Treatment Plant for a period of twenty four (24) months at a monthly rate of;

\$ _____ per month

Company Name: _____

Address: _____

Name of Officer: _____

Signature: _____

Title: _____ Date _____

Phone # _____ Fax# _____

Number of Years in Business: _____

INDEMNITY PROVISION

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, 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.

Above provision specifically applies to the contract dated _____
between the City of Rock Hill and _____ for

(contractor)

(service or products)

NAME _____
PRINT NAME _____
TITLE _____
COMPANY _____

Manchester Creek Treatment Plant

Day: _____

Date: _____

Complete	Incomplete	Restrooms: These services are provided at all restrooms daily.		
<input type="checkbox"/>	<input type="checkbox"/>	Sweep/Mop	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Toilets & Pipes	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Urinals & Pipes	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Sink & Soap Dispensers	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Mirrors & Frames	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Tissue & Towel Dispensers	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Wash Stalls & Partitions	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Showers (If Equipped)	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Replenish Supplies	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Clean Entrance Doors	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Dewatering Building	Daily	All restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Shop/Electrical Office		
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash Cans	Daily	Building (except Machine Shop)
<input type="checkbox"/>	<input type="checkbox"/>	Sweep/Mop	Daily	Tile Floors (except Machine Shop)
<input type="checkbox"/>	<input type="checkbox"/>	Dust	Daily	Office & Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Check for Cobwebs	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Clean Glass	Daily	Entrance Doors
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Refrigerator & Stove	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Tables, Counters and Sink	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Clean Restrooms	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Spray Buff	Wednesday	Office & Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Clean Baseboards	Wednesday	Building
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Microwave (inside & out)	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Primary Control Building		
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash Cans	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Dust	Daily	Lobby & Corridors
<input type="checkbox"/>	<input type="checkbox"/>	Sweep	Daily	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Clean Glass Doors	Daily	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Sweep/ Mop	Daily	All Floors
<input type="checkbox"/>	<input type="checkbox"/>	Check for Cobwebs	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Spray Buff	Thursday	Lobby & Corridors
<input type="checkbox"/>	<input type="checkbox"/>	Clean Baseboards	Thursday	Building
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Tables, Counters & Sink	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Microwave (inside and out)	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Refrigerator & Stove	Daily	Break Area
<input type="checkbox"/>	<input type="checkbox"/>	Administrative Building		
<input type="checkbox"/>	<input type="checkbox"/>	Empty Trash Cans	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Clean Glass Doors	Daily	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Sweep	Daily	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Empty/Clean Smoking Urns	Daily	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Sweep	Daily	All Tile Floors
<input type="checkbox"/>	<input type="checkbox"/>	Mop	Tuesday/Friday	All Tile Floors
<input type="checkbox"/>	<input type="checkbox"/>	Check for Cobwebs	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Dust (including window sills)	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Refrigerator & Stove	Daily	Break Areas (1st & 2nd floors)
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Tables, Counters & Sink	Daily	Break Areas (1st & 2nd floors)
<input type="checkbox"/>	<input type="checkbox"/>	Clean Equipment	Daily	Building
<input type="checkbox"/>	<input type="checkbox"/>	Spray Buff	Monday	Lab, Lobby & Corridors
<input type="checkbox"/>	<input type="checkbox"/>	Clean Baseboards	Tuesday	Building
<input type="checkbox"/>	<input type="checkbox"/>	Vacuum Offices	Tuesday/Friday	Building
<input type="checkbox"/>	<input type="checkbox"/>	Clean Glass Doors	Monday/Thursday	Lab
<input type="checkbox"/>	<input type="checkbox"/>	Clean Glass Windows	Monday/Thursday	Entrance
<input type="checkbox"/>	<input type="checkbox"/>	Wipe Microwave (inside & out)	Daily	Break Areas (1st & 2nd floors)