

Town of Lexington



Town of Lexington

Request for Proposals for the Cleaning of the Municipal Complex

Project #12-001

TIMELINE

Release of the Request for Proposals document:

2/3/12

Deadline to submit responses to the Request for Proposals AND
non-mandatory meeting for respondents during which responses will be opened:

3/2/12 (2 p.m.)

Town of Lexington selects vendor:

By 4/6/12

Service start date:

7/1/12

INQUIRIES

Please direct questions or comments concerning either the
administrative or technical requirements of this Request for Proposals to:

Tony Harsey
Town of Lexington
PO Box 397
Lexington, SC 29071
(803) 808-3709
tharsey@lexsc.com

I. INTRODUCTION

The Town of Lexington invites qualified businesses to submit proposals for the cleaning of the Municipal Complex, located at 111 Maiden Lane, Lexington, South Carolina 29072. The start date is July 1, 2012, and the contract is expected to last for three years. Based on the satisfactory performance of a selected contractor, as judged within the sole discretion of the Town, the Town reserves the right to negotiate renewals of the contract with the provider.

II. MINIMUM SPECIFICATIONS OF RESPONSE

The format of the RFP must be followed and all requested information must be submitted as indicated. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

III. SCOPE OF SERVICES

Proposal pricing should be stated as a three-day work schedule with service being provided from 5 p.m. to midnight. The building is approximately 62,250 square feet. Cleaning of all portions of the building must include the following services in all areas (offices, conference rooms, hallways, copier rooms, court room, file rooms, elevators, etc.) Additionally, the selected vendor must supply its own equipment and cleaning supplies, including paper products and cleaning chemicals.

a) **Three times per week:**

General

- Collect and remove all trash from building
- Replace all trash liners (liners to be supplied by vendor)
- Spot clean interior and exterior of break rooms' trash containers
- Dust all office furniture including desks, chairs, tables, cabinets, bookshelves, lamps, and lampshades
- Clean and sanitize all drinking fountains
- Dust all window sills, ledges, and moldings
- Clean and sanitize tables, counters, and chairs in break rooms
- Sanitize sinks, door knobs, and stairway handrails
- Clean glass inset in the doors and some hall walls
- Spot-clean door frames and light switches
- Spot-clean glass including front doors and partition glass
- Sweep and mop all hard floors
- Vacuum all carpeting and spot-clean as needed

- Spot-clean plastic mats under chairs and desks
- Pick up trash and paper around all entrances
- Sweep outside areas around entrances
- Sweep all stairs and stairwells
- Refill all dispensers and paper towel holders in break rooms
- Clean microwaves in break rooms inside and outside

Restrooms

- Clean, sanitize, and polish all fixtures including toilet bowls, urinals, sinks, and sink fixtures
- Clean and polish all glass and mirrors
- Empty trash containers, insert liners as needed, and sanitize interior of containers
- Sweep and mop floors using disinfectant detergent
- Spot-clean walls, doors, and partitions
- Dust all flat surfaces
- Restock all products with products supplied by vendor (toilet paper, hand towels, liners, seat covers, and soap)
- Dust all window sills, moldings, ledges, shelves, frames, etc.

b) Weekly

- Dust blinds, window treatments, pictures, and fixtures
- Vacuum upholstered furniture
- Clean kickboards and base boards
- Mop all stairwells
- Clean inside of Conference Center windows
- Clean entire glass doors inside and out
- Clean and sanitize all telephone

c) Monthly:

- Remove all cobwebs
- Clean all vents for heat/air

d) Quarterly

- Clean all inside windows
- Buff tile floors
- Strip and wax tile floors

e) **As needed**

- Special events are held periodically at the Municipal Complex. Such events may require cleaning before and/or after the event on an as-needed basis.

f) **Other**

- Maintain janitor closet in neat and orderly fashion
- Observe building security and lighting procedures
- Notify building contact of any irregularities or equipment malfunctions
- Clean and inspect equipment monthly

IV. RULES OF PREPARATION

The submitted responses must follow the rules and the format established within this document. Adherence to these rules will ensure a fair and objective analysis of all proposals.

Failure to comply with any portion of this request may result in rejection of a proposal.

V. FORMAT OF RESPONSES

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposal in accordance with the instructions outlined in this section. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town of Lexington.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. **Emphasis should be concentrated on accuracy, completeness, and clarity of content.**

The proposal should be organized into the following major parts:

- A. *Summary Worksheet*- The first page of the RFP response must be the Summary Worksheet, which is found on page 12 of this document. **Any response that is submitted without this worksheet shall be considered nonresponsive.**
- B. *Executive Summary*- A brief and non-technical narrative describing the proposal.
- C. *Company Background* - Information regarding the following:
 - a. Company's location

- b. Company's local business license information if company located in Town of Lexington
 - c. Company's stability and length of time in business
 - d. Company's past history and future plans
 - e. Company's size and ability to dedicate staff to the service
 - f. Company's bonding information
 - g. Company's certificate of insurance (workers' compensation and liability)
- D. *Responses to Functional Requirements* - Responses to the requirements listed in this RFP must be provided. Notes of explanation or clarification must be included with specific reference to the item in question. The response must include:
- a. A discussion of the general approach to the work that demonstrates understanding of the requirements of the project.
 - b. A detailed description of the work tasks associated with each phase of the project and a preliminary assignment of key personnel, man hours, and costs associated with each task.
- E. *Schedules of Work*—Include proposed days and times to conduct the service.
- F. *Client References* - Provide at least three client references that are similar in nature, size or complexity to that described in this RFP.
- G. *Criminal Background*: Provide a statement agreeing to submit all workers to a criminal background check conducted or approved by the Town of Lexington.
- H. *Contract Terms and Conditions* – Include the vendor's sample agreement for services and warranty. This sample agreement may be incorporated with the Town's own sample agreement for services, which will form the basis for the development of a purchase order to be awarded as a result of the RFP.
- I. *Cost Quotations* - The total project cost must be for a lump-sum amount.
- J. *Multiple firm arrangements* – If more than one firm plans to join together to conduct the work, a description of the arrangements between the firms for conducting the work, assignment of responsible individuals from each firm, and past experience of joint work by firms.

VI. INTERPRETATIONS AND ADDENDA

No interpretation and/or clarification made to any respondent as to the meaning of the RFP shall be binding on the Town of Lexington unless repeated in writing and distributed as an

addendum by Tony Harsey of the Town of Lexington. Any addenda that are issued will be posted on the Town of Lexington's Web site, www.lexsc.com.

VII. HOW TO SUBMIT RESPONSES

Please prepare and submit five (5) copies of the response. Completed responses should be **sealed and clearly marked "Response to Request for Proposals for the Cleaning of the Municipal Complex"** and should be mailed to the Town of Lexington, Attn: Sherry Brooks, PO Box 397, Lexington, South Carolina 29071, or hand-delivered to the customer service windows located on the first floor of the Lexington Municipal Complex at 111 Maiden Lane, Lexington, South Carolina 29072.

VIII. DEADLINE FOR SUBMISSION OF RESPONSES

Deadline for receipt of responses to this RFP is 2 p.m. local time on March 2nd, 2012. Responses will be read aloud in Conference Room B at 2 p.m.; respondents are welcome to be present during the reading of the responses, but are not required to be there. Responses received after the start time will not be accepted. Responses will be binding for a period of ninety (90) calendar days from the date the responses are opened.

IX. EVALUATION OF RESPONSES

The personnel evaluating the proposals will base the evaluation on the proposal that will best serve the Town of Lexington.

The Town of Lexington reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Lexington shall reserve the right to award the purchase order to the respondent which is most advantageous to the Town of Lexington.

Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Lexington will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.

X. RIGHT OF THE TOWN OF LEXINGTON TO REJECT PROPOSALS

The Town of Lexington reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project

as the Town of Lexington may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.

XI. CONFIDENTIALITY OF DOCUMENTS

All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by Town of Lexington. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Lexington to the submitter.

Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

XII. NOTIFICATION OF WITHDRAWAL OF PROPOSAL

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Lexington after the proposal submission deadline.

XIII. CONTRACTUAL OBLIGATIONS OF SUCCESSFUL RESPONDENT

The successful vendor will be required to accept a purchase order from the Town of Lexington in which the vendor will undertake certain obligations. These obligations include but are not limited to the following:

Acquisition of Business License – A business license for this job will be issued to the successful respondent from the Town of Lexington’s Finance Department. The cost of this business license shall be borne by the successful vendor.

Inclusion of Proposal - The proposal submitted in response to this RFP will be incorporated as part of the final purchase order with the selected vendor.

Indemnification and Insurance - The successful vendor(s) shall indemnify and hold the Town of Lexington and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in

connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident.

Costs - All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the proposal; no additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

**Response to the Town of Lexington
Request for Proposals for the Cleaning of the Municipal Complex**

SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered nonresponsive.

List the total amount that it would cost to clean the Municipal Complex per the specifications listed in the Request for Proposals document. \$_____

I hereby agree to all of the terms listed in the Request for Proposals document.

Name of applicant: _____

Signature: _____

Date: _____