

**PROCUREMENT ANNOUNCEMENT
JANITORIAL SERVICES
FOR
SC Works
1840 WILSON STREET, NEWBERRY SC
DUE SEPTEMBER 10, 2018
Bids should be sent in care of
Upper Savannah Council of Governments**

Overview

Bids are requested to provide janitorial services at the Newberry SC Works Center. The office is approximately 2,000 square feet and has two one-stall restrooms.

Selection Process

This is a competitive procurement based on price. All bidders whose complete response package is received by September 10, 2018 will be considered. The contract will be awarded to the lowest price which meets all requirements. Upper Savannah Council of Governments reserves the right not to award a contract if there are no responsive bids or all bids are substantially higher than the pre-award estimate. Upper Savannah is not responsible for costs incurring in preparing a bid. Applicants are not required to pre-register to be eligible to enter a bid. However, subsequent clarifications to this announcement including answers to questions will be communicated to all potential bidders who send their contact information to work@uppersavannah.com. The subject line "bidder information" should be used.

Bids should be sent to work@uppersavannah.com with the subject line "Newberry SC Works Janitorial Bid." Bids may also be mailed to Newberry SC Works Janitorial Bid, Upper Savannah Council of Governments, 430 Helix Road, Greenwood SC, 29646. Upper Savannah will not open letters or emails identified as bids until after September 10, 2018.

The bid response package requires organizations to list the price for both two and three day a week service. To calculate the lowest bidder the average of the two service levels will be used.

Scope of Work

Each visit:

1. Sweep off sidewalk directly in front of front entrance and remove trash from sidewalk and front row of parking spaces.
2. Wipe door knobs.
3. Shake out or vacuum door mats.
4. Clean bathrooms by wiping down sinks and scrubbing toilets.
5. Mop bathrooms.
6. Restock bathroom supplies (provided by SC Works)

7. Wipe down kitchen countertop and sink.
8. Empty all trashcans, changing liners as necessary.
9. Remove trash from premises.
10. Sweep or damp mop center floor (all floor is laminate)

Weekly:

1. Mop center.
2. Clean countertops for public access PCs.
3. Clean table tops. (Staff are responsible for their own desks.)
4. Clean windows weekly or as needed

Quarterly:

1. Dust pictures
2. Remove spider webs

It is expected that the weekly and quarterly tasks will be scheduled so they are done in conjunction with the "each visit" tasks. For instance, On a Monday, the contractor might do all "each visit" tasks and clean countertops, and on Wednesday, the contractor might do "each visit tasks" and mop. The quoted price will be computed by the per visit price and should have weekly and quarterly tasks built in. SC Works reserves the option to purchase additional visits (such as after a job fair) at the per visit price.

It is expected that the cleaning will be done during normal business hours (8:30 am to 5 pm Monday Fridays). To minimize inconvenience and to ensure safety, mopping will be done in sections. When the front entrance is being cleaned, the classroom door to the right will be opened as an alternate entrance and the wet area will be marked.

SC Works is closed state holidays.

The janitorial contractor is required to meet all federal, state and local laws. If concentrated cleaning products are used, the chemicals must be properly mixed and used as labeled. The contractor is responsible for bringing their own mop, broom, cleaning cloths, etc. and cleaning products. SC Works will provide trashcan liners and paper products for the bathroom.

The center maintain records, which are considered private. The janitorial crew may not open file cabinets or access staff computers. The SC Works center utilizes a shredding service and stores confidential information in a locked bin.

Length of Contract

The contract will be for three years starting October 1, 2018 (or when executed) and ending September, 30, 2021. The contract can be broken for the reasons agreed to below:

1. The facility closes or moves.

2. Upper Savannah Council of Governments is no longer funded by the Workforce Innovation and Opportunity Grant.
3. The Janitorial Contractor requests to end the contract.
4. It is determined that the work is not carried out in accordance to the contract specifications.
5. It is determined that the cleaning is not carried out in a professional manner. In the event, that Upper Savannah finds the quality to be subpar; a written notice will be given. Upper Savannah has the right to terminate the contract after two written notices during the contract period.
6. Upper Savannah decides to end the contract for convenience and gives three months' notice.

Payments

Payments will be made upon receipt of work performed. The receipt should include the date(s) of the visit. No payments will be made if work was not performed. Invoices should be submitted within five days after the end of the month. Upper Savannah will pay on the 15th of the month. In the event the invoice is received after the fifth, it will not be paid until the last day of the month. **The invoice for June should be received no later than the last day of July. If the June invoice is submitted later than the end of July, it will not be paid.**

Qualifications of Bidders/Documents Needed for Winning Bidder

All bidders must certify they are able to work in the state of South Carolina, are not on the federal debarment list, have appropriate workers compensation coverage and have liability insurance of at least \$1,000,000. Bidders have to follow all applicable federal, state and local laws and regulations.

The assurances are included as part of this bid package and must be completed to be considered. Certificates of Insurance for workers compensation certification, liability insurance certification, and a W-9 form (Request for Taxpayer Identification Number and Certification) must be submitted with the first invoice for payment.

Questions Because this is a competitive bid procurement, questions must be submitted in writing. Answers will be forwarded to all registered potential bidders. Bidders may view the center during business hours.