

Regional Consolidated Services

A Private Nonprofit Human Service Agency
Dedicated to Helping People Help Themselves

Solicitation for Cleaning and Light Maintenance of the Randolph County NCWorks Career Center

*600 S. Fayetteville Street
Asheboro NC 27204-1883*

2018

INTRODUCTION

This request for bid is for the procurement of cleaning and light maintenance for the Randolph County NCWorks Career Center located at 600 S. Fayetteville Street, Asheboro NC

Randolph County NCWorks Career Center public office hours are
Monday, Wednesday, Thursday and Friday - 8:30am-5:00pm
Tuesday - 8:30am-7:00pm. However, due to varying work schedules and responsibilities, some employees may arrive earlier or stay later.

We are seeking cleaning and light maintenance services inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of the RFB. RCS is offering a one-year agreement with the possibility of two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid must be quoted based on an all-inclusive lump sum cost for the agreed scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.

SCOPE OF WORK

The table below details the work to be completed on a:

- W - weekly
- M - monthly
- A – annual
- X - as needed basis.

CATEGORY	FREQUENCY	DESCRIPTION OF WORK
Carpets	A	Deep clean all carpets
Carpets - all areas	W	Vacuum and spot clean all carpeted areas
All areas	W	Clean and sanitize phones
All areas	W	Sweep, mop, or vacuum non carpeted areas
All areas	W	Empty all waste receptacles and trash cans (not recycling containers)
All areas	W	Dust all horizontal surfaces (excluding desks) such as filing cabinets, bookcases, shelves, lobby counter, etc.
All areas	M	Clean glass doors and windows
All areas	M	Dust accessible baseboards
All areas	X	Replace waste receptacles with new liners as needed
Conference Rooms	W	Polish conference room tables
Conference Rooms	X	Clean chairs so they are free of dust, lint, food, etc.
Lobby/Reception	W	Polish tables
Lobby/Reception	X	Clean sofas so they are free of dust, lint, food, etc.
Outside	W	Empty one smokers receptacles
Restrooms	W	Clean and sanitize toilet seats and toilet bowls
Restrooms	W	Clean and sanitize sinks and fixtures
Restrooms	W	Clean mirrors and dust light fixtures

NCWorks Career Center will supply its own paper towels, toilet paper, tissues, hand sanitizer, and garbage bags.

- The contractor will provide competent, trained, and experienced staff of the highest standards
- The contractor will consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to RCS continues uninterrupted
- The contractor will provide all necessary equipment, tools, and materials for cleaning services
- The contractor will be responsible for any loss of NCWorks Career Center property due to theft, errors, or mistakes of its employees
- Services will be provided after hours or on weekends.
- The contractor must have a valid business license and carry adequate insurance.

REQUEST FOR BIDS

CLEANING AND LIGHT MAINTENANCE SERVICE

Bids will be received until 12:00 noon on October 22, 2018 at the office of Regional Consolidated Services, 221 S. Fayetteville Street, Asheboro NC 27203.

1. Bids will be opened on October 22, 2018 at the RCS administrative office.
2. Bids will be awarded to the lowest responsible bidder taking into consideration experience, quality, and performance.
3. RCS officials will be the sole judge as to the acceptability of any offers and reserves the right to reject any or all bid proposals.
4. Each bidder must submit a proposal on the enclosed bid proposal form. An authorized official of the bidding firm must sign the bid. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
5. Bids will be examined promptly after opening and an award made at the earliest possible date.
6. Bidders must complete a bid packet. Incomplete bids are subject to rejection.
7. In the event of a tie bid and all the terms, deliveries, etc., are the same, the successful bidder will be chosen by a drawing certified by an officer of the RCS Board of Directors.
8. Questions concerning bid requirements or specifications should be directed to the RCS Finance director, Deborah Kauba or RCS Deputy director Lisa Spencer at 336-629-5141. All bids must be submitted in a sealed envelope and addressed to:

Regional Consolidated Services
Deborah Kauba
PO Box 1883
Asheboro NC 27204-1883

Please specify on the envelope:

Bid for Cleaning and Light Maintenance Services
Randolph County NCWorks Career Center

SPECIFICATIONS

Provision of cleaning and light maintenance services required for the Randolph County NCWorks Career Center in Asheboro NC.

1. The bid amount is the charge for labor for general facilities cleaning and light maintenance. Light maintenance would consist of things such as replacing light bulbs, testing smoke detectors, and replacing batteries, etc.
2. Additional services upon request according to contract.
3. Supplies and materials necessary for cleaning and maintenance will be provided by contractor.
4. Services will be provided after hours or on weekends.
5. The bidder must have a valid business license and carry adequate insurance.
6. The Randolph County NCWorks Career Center building is 8000 square feet containing:
 - 1 downstairs lobby
 - 2 downstairs Computer Lab
 - 2 downstairs restrooms
 - 1 downstairs kitchen
 - 1 downstairs copier room
 - 1 downstairs storage room
 - 1 downstairs fax room
 - 7 downstairs offices
 - 1 downstairs reception area
 - 1 upstairs lobby
 - 1 upstairs Computer Lab
 - 2 upstairs restrooms
 - 1 upstairs copier room
 - 1 upstairs storage room
 - 5 upstairs offices
 - 2 upstairs conference rooms
 - 1 upstairs youth lounge
 - Entrance way at the steps coming in front door (upstairs and downstairs)
7. Duties would include:
 - a. Removal of trash from each room
 - b. Replacement of trash bags
 - c. Vacuum all carpeted areas being sure to vacuum under and as close around desks, chairs, baseboards, and tables as possible
 - d. Mop all tiled surfaces: kitchen, restrooms, entries
 - e. Clean restrooms including toilets and sinks, as well as cleaning mirrors and dusting light fixtures
 - f. Dust open surfaces
 - g. Removal of cobwebs
8. Other duties:
 - a. Clean glass (windows, doors) as needed but at least monthly
 - b. Deep clean carpet once per year

The bid submitted must include the names, addresses, and telephone numbers of three references that can attest to the recent and past performance of the bidder in related work.

Regional Consolidated Services

Bid Packet

This entire section
must be completed
and submitted no later than
12:00 noon, Monday, October 22, 2018
in order to be
considered for this
bid solicitation.



Helping People Help Themselves

Regional Consolidated Services

Post Office Box 1883

Asheboro NC 27204-1883

Official Bid

In compliance with this request for bids, subject to all conditions and specifications thereof, the undersigned offers and agrees, to enter into the contract and to commence provision of services within 14 days of the award of the bid. The bidder further acknowledges there is no guarantee the agreement will be extended for one or both option years.

First Year Agreement	
Per month	\$
Hourly rate for any ad-hoc work requested that is outside the regular scope of work	\$
Annual carpet cleaning	\$

First Option Year	
Per month	\$
Hourly rate for any ad-hoc work requested that is outside the regular scope of work	\$
Annual carpet cleaning	\$

Second Option Year	
Per month	\$
Hourly rate for any ad-hoc work requested that is outside the regular scope of work	\$
Annual carpet cleaning	\$

Business Name _____

Address _____

Printed name of authorized representative _____

Title _____

Telephone _____

Email _____

Signature _____

(Member of firm or person authorized to sign bid for company)

Please complete this questionnaire and submit it with your bid.

1. How many years' experience do you have in the cleaning profession?
Number of years in residential cleaning _____
Number of years in commercial cleaning _____

2. Were you ever employed by someone else who provided cleaning services? _____
If yes, please provide name(s) and contact information so we may contact them for a reference.

3. Who will be performing services for RCS:
____ You alone
____ A crew of ____ (how many) without you on site
____ You and a crew of ____ (how many)

4. If a crew provides the service without you on site, will you inspect the work when complete? _____

5. RCS does not contract with individuals. Do you have a business bank account? _____
A business license? _____

6. What work related insurances do you carry? _____

7. Do you have any industry affiliations or professional certifications? _____
If yes, please list:

8. How do you handle complaints? _____

9. If storing supplies at Randolph County NCWorks Career Center, will you keep MSDS (material safety data sheet) at Randolph County NCWorks Career Center? _____

REFERENCES

Name _____
Address _____

Telephone _____
Email _____

Name _____
Address _____

Telephone _____
Email _____

Name _____
Address _____

Telephone _____
Email _____

NON-COLLUSIVE BIDDING FORM

1. By submission of a proposal, each applicant and each person signing on behalf of any applicant certifies as to its own organization, under penalty of perjury, to the best of his/her knowledge and belief, that:
 - a. The prices in a proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with a competitor.
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or to any competitor.
 - c. No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

2. A proposal shall not be considered for award nor shall any award be made where (1) (a), (b) and (c) have not been complied with. However, if the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the proposal a signed statement that sets forth in detail the reason therefore. Where (1) (a), (b) and (c) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless Regional Consolidated Services determines that such disclosure was not made for the purpose of restricting competition.

3. Any proposal hereafter made to Regional Consolidated Services by a corporate applicant for work or services performed or to be performed or for goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such proposal contains that certification referred to in subdivision (1)(a) of the paragraph, shall be deemed to have been authorized by the Board of Directors of the applicant, and such authorization shall be deemed to include the signing and the submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Authorized Signature _____

Printed Name _____

Title _____

Date _____

RATING SCALE

1. Cost 45 points
Per month - 30
Ad hoc - 5
Deep cleaning carpets - 10
2. Experience (number of years)..... 8 points
Residential - 2
Business - 6
3. Qualifications 10 points
Licensed business - 5
Business bank account - 4
Affiliations or certifications - 1
4. Insurance..... 7 points
5. References from customers..... 15 points
Below average = 0
Average = 2
Above average = 5
Very good / excellent = 8
6. Reference(s) from prior cleaning employer(s)..... 15 points
Below average = 0
Average = 2
Above average = 5
Very good / excellent = 8

TOTAL-----100 POINTS