



REQUEST FOR PROPOSALS JANITORIAL SERVICES

Issued By:

Mid-Carolina Regional Council
6205 Raeford Road
Fayetteville, NC 28304

Date Issued:

July 29, 2024

Response Deadline:

August 30, 2024

1. Purpose

Mid-Carolina Regional Council invites qualified experienced, and efficient service providers to provide proposed janitorial services for office cleanings for the above listed address. Contract is for the duration of one calendar year from execution date with the ability to be extended on a yearly basis.

2. Definition of Parties

Mid-Carolina Regional Council/Mid-Carolina Council of Governments will hereinafter be referred to as "MCRC." Responders to the Request for Proposals shall be referred to as "Bidders" and/or "Contractors."

3. Scope

MCRC is seeking a service contract from an established cleaning service/janitorial company to provide services as defined in this RFP on a weekly basis for the duration of the contact entered.

4. Insurance

During the term of the contract, the contractor, at its sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the contractor shall provide and maintain the following coverages and limits:

- Worker's Compensation – The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000 covering all of the contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

- Commercial General Liability – General Liability Insurance on a comprehensive form on an occurrence basis in the minimum amount of \$5,000,000 combined single limit. Defense costs shall be in the excess of the limit of liability.
- Automobile – Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$200,000 bodily injury and property damage, \$200,000 uninsured/under insured motorist, and \$10,000 medical payment.

All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such policies, except as they may conflict with any laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

5. Site Visits

Those bidders who are interested in visiting our office location may contact Mary Beth Haire at phone number 910-323-4191 ext 51, or email to mhaire@mccog.org to set up an appointment for site visits during the period of August 1st thru August 27th.

5. Evaluation Criteria

All qualified proposals will be evaluated on criteria deemed to be in MCRC's best interest, including but not limited to price, company profile, service call response time, responsiveness to terms and conditions, ability to meet specifications, and references.

6. Communication with MCRC

The bidder must inquire about any unclear requirements in this RFP. If responses to inquiries significantly change or clarify the RFP, an addendum will be sent to all recipients of the RFP.

All questions pertaining to this RFP must be submitted in writing no later than August 16th, 2024 by 5pm. MCRC will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries should be made to:

Mary Beth Haire, Admin Support Coordinator
Mid-Carolina Regional Council
mhaire@mccog.org
910-323-4191 ext 51

7. Award of Proposal

Presentations may be requested of two or more bidders deemed by MCRC to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, MCRC may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the contract to that bidder. MCRC may cancel this RFP or reject any or all proposals in whole or

in part. Should MCRC determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action. When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

8. Confidentiality

The information contained in proposals submitted for MCRC's consideration will be held in confidence only as permitted by public records laws until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. MCRC will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders are responsible for clearly marking any information considered confidential.

9. Closing Date

Proposal should be submitted via email to mhaire@mccog.org not later than 5:00pm on August 30th, 2024. Proposals submitted after that time and date will not be considered.

10. Proposal Schedule

The following proposal schedule presents the timeline for the RFP process.

July 29th, 2024

RFP release to prospective providers

August 16th, 2024

Deadline for submission of questions on RFP

August 21st, 2024

Send out summary of questions, comments and/or amendments of RFP to all bidders.

August 30th, 2024

Bids due

September 10th-13th, 2024

Contract awarded.

11. Proposal Information

- Cost – Specify the cost for providing the outlined services.
- Location – Provide the location of the office from which this account will be serviced.
- References – Provide a list of three references. These references should be agencies your firm has done business with during the past year.

12. Contract Provisions

- Contractor will designate a qualified representative with experience in general cleaning service maintenance. The workforce will be presentable at all times. All employees will be competent and qualified.
- Contractor must provide and maintain any licenses and permits required of the City, County, State and Federal Government, as well as any other requirements of the law.
- Contractor is to provide and maintain during this agreement a policy of Worker's Compensation, unemployment insurance, and General Liability insurance with bodily injury (including death of any person) and property damage coverage of not less than \$500,000 each. In addition, Contractor will carry automobile insurance to limits required by MCRC and any other insurance required by law.
- Contractor hereby identifies and will not hold MCRC, its agents, and the property free of harmless, and shall defend them against any and all action, claim and cost resulting by the negligence of the Contractor, its agents and/or employees. Contractor will not be held responsible for any acts of God (Ice, Freezing, Hurricanes, storms, Floods, or uncontrollable infestations of diseases and/or insects).
- Contractor with permission from the Owner in written permission form of approval reserves the right to hire qualified Subcontractors to perform specialized functions or work requiring such and/or specialized equipment.
- Contractor will be provided access to property by MCRC.
- Either party may cancel this agreement by giving written notice of thirty (30) days at any time during the term of the contract.
- • A monthly invoice for work performed must be submitted and will be payable within thirty (30) days of the invoice date, unless otherwise arranged with MCRC. The invoice should detail the scope of work completed for each site during the billing period.
- Extra work outside the contract requires an approved estimate by MCRC. A separate invoice for this work must be submitted, including the payment terms.

13. Scope of Work

Weekly:

- Vacuum/sweep rugs and all carpeted areas.
- Empty and clean trash receptacles.
- Clean lobby furniture.
- Clean entry glass doors.
- Clean thresholds.
- Spot clean doors and walls.
- Dust mop and damp mop all hard surface floors.
- Clean all sinks in facility.

- Remove waste material in building to trash bins outside.
- Clean all glass furniture tops.
- Disinfect and wash clean all water fountains and water coolers.
- Wash all restroom floors with germicidal disinfectant and remove all spots and stains.
- Wash and polish all restroom mirrors and bright work.
- Clean and disinfect all areas of toilet to include both sides of toilet seat, rim, lid and sides.
- Clean and disinfect restroom partitions and stall doors; removing all unauthorized marks and writing from walls/partitions, etc.
- Scour, wash and disinfect all basins, bowls and urinals.
- Empty restroom paper towel trash receptacles and dispose.
- Fill soap dispensers, paper towel dispensers, toilet tissue and seat covers.
- Wipe down baseboards as needed.
- Wipe down cabinets and countertops as needed.
- Clean and disinfect appliance exteriors (microwave, fridge, etc.)
- Report all maintenance problems to MCRC staff (dripping faucets, broken fixture handles, etc.).
- Maintain an orderly arrangement of all janitorial supplies and paper products in the storage rooms and janitorial closets.
- Maintain an orderly arrangement of all equipment stored in these areas such as mops, buckets, brooms, vacuum cleaners, scrubbers, etc.
- Restock janitorial supplies and consumables.
- Deodorize and disinfect rooms in building as required.
- Pour water down restroom floor drains.