

Request for Proposals



COUNTY BUILDINGS CLEANING SERVICES

February 2016

**Return responses no later than February 24, 2016
by 3:00 P.M to the attn:**

**Middlesex County
Marcia Jones, Assistant County Administrator
877 General Puller Hwy
PO Box 428
Saluda, Va. 23149**

**Fax Number: (804) 758-0061
Phone Number: (804) 758-4330**

SPECIFICATIONS

PROJECT: General Cleaning Services of Selected County Buildings

PLACE: Courthouse Complex: Woodward Building, Registrar's Office, Virginia
 Cooperative Extension Service and Sheriff's Office/Dispatch
 Cooks Corner Office Complex (selected areas)

SEND PROPOSALS TO: Marcia Jones, Assistant County Administrator
 P.O. Box 428
 877 General Puller Highway
 Saluda, VA 23149

BID DUE DATE: February 24, 2016 @ 3:00 P.M.

Sealed bids will be received through the Bid Receipt time and date as stated above. Envelopes are to be marked "Cleaning Services". The bids so received will be opened and publicly read at the time and date stated above. The bids will be received in the office of the County Administrator. Bid opening will take place in the Conference Room or Historic Courthouse Meeting room depending upon space requirements. Both are located at 877 General Puller Highway, Saluda, Virginia.

INSTRUCTIONS TO BIDDERS

1) SCOPE OF WORK

The County of Middlesex, (the Owner), is seeking qualified companies to provide general cleaning services to selected County buildings. Services required and locations are as follows, with estimated total square footages listed.

Location	Total Estimated Square Footage	Number of Bathrooms
Courthouse Complex:		
Registrar's Office	747	1
Sheriff's Office/Dispatch (1st fl)	3183	3
Virginia Cooperative Extension	1232	1
Woodward Building	6132	4
Cooks Corner Office Complex:		
Social Services & Bathrooms	7132	4
Public Meeting Room & Bathrooms	1102	2
Parks & Recreation Director & Gym Bathrooms	840	2

Area	Required	Frequency*
Public Areas - Hallways, steps, handrails, and all bathrooms	Sweep, vacuum, mop, clean and disinfect, fill dispensers	Daily - (weekdays, except Holidays)
Offices	Sweep, vacuum, mop, dust	Weekly
All areas - window sills, doors, stair railing	Dusting, cleaning	Monthly
All areas	Trash Removed	3 times per week
* More attention may be needed to offices within the Sheriff's Office and Social Services.		

2) ADDITIONAL INFORMATION

- A. Company employees that are used to clean in the Sheriff's Department/Dispatch are required to undergo a background check and be approved by the Sheriff.
- B. All cleaning materials and equipment will be provided by the County.
- C. All work is to be done between the hours of 7:30 A.M. - 4:30 P.M.
- D. Every effort is to be made to have all vacuuming upstairs in the Woodward Building completed prior to 8:30 A.M.

3) SITE VISIT

Bidders are encouraged to view the selected sites in person. If you have any questions or wish to schedule a visit to the sites, please call Marcia Jones, Assistant County Administrator, Phone: (804) 758-4330.

4) CERTIFICATION/VENDOR QUALIFICATIONS

Bidder must be qualified and must maintain the proper insurance, permits and other requirements pursuant to all applicable laws, statutes, ordinances, rules and regulations of the Federal Government, the Commonwealth of Virginia and the County of Middlesex, Virginia. All interested bidder(s) must become fully aware of the specifications provided in this request for proposals. Failure to do so will not relieve a successful bidder of its obligation to conduct and complete the scope of work at the prices proposed and in accordance with required completion date of this project.

5) ASSIGNMENT PROHIBITED UNLESS APPROVED BY MIDDLESEX

The Bidder(s) awarded a contract shall not sell, sublet, transfer, or assign this Contract or any portion thereof, nor any of the rights or responsibilities created hereunder to any other person or entity, unless approved in writing by Middlesex County.

6) INDEMNIFICATION/HOLD HARMLESS

The bidder (s) awarded shall indemnify, defend and hold the Commonwealth of Virginia, the County of Middlesex, and all of their respective officers, agents and employees harmless against any and all claims, actions, demands, losses, liabilities, and damages of whatsoever kind or nature, whether prosecuted by Awarded Bidder(s) or by third parties, resulting from any act, action, or omission (except if caused by the negligence or willful misconduct of Middlesex County and its agents), including but not limited to personal injuries including death, property damage or any other loss to the extent arising out of, incidental to or in any way connected to the awarded bidder(s) activities on or its use and occupation of the Site. The provisions of this Article shall survive the Term of this Contract as such provisions may relate to Awarded Bidder's obligation to indemnify, defend and hold harmless the State of Virginia, the County of Middlesex, and all of their respective officers, agents and employees from and against any claim or demand that arose during the time this Contract was in force and effect.

7) INSURANCE

The Contractor shall maintain and provide evidence of having worker's compensation insurance at the time of signing the contract.

The Contractor acknowledges that he is an independent contractor, and not an agent or employee of the Owner. The Contractor further agrees to indemnify and hold harmless the Owner, its officers, agents, officials and employees free from any loss, claim, demand, liability, cost or suit of whatsoever nature arising out of or in any way related to the work to be performed by the Contractor herein. The Contractor shall procure, and shall maintain throughout the life of the Contract, Workers Compensation and Commercial General Liability Insurance, and shall provide the County with proof of same. These insurances shall be in the following amounts:

General Aggregate	\$2,000,000.00
Each Occurrence	\$1,000,000.00
Personal & Adv. Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00

8) PRESERVATION OF PROPERTY

The Awarded Bidder(s) shall preserve and protect from damage all public and private property located in the offices and buildings as noted, excepting natural wear and tear of surfaces and equipment occurring as a result of the lawful use thereof by the Awarded Bidder(s) for the purposes contracted. Whenever such property is damaged due to the activities of the Awarded

Bidder(s), it shall be immediately restored to a condition similar or equal to the condition that existed before such damage or injury occurred. Repair or restoration of the damaged property shall be accomplished at the Awarded Bidder's sole expense and in a manner acceptable to the owner thereof.

The Awarded Bidder(s) shall at all times conduct their operations in such a manner and in such sequence as to ensure the least practicable interference with employees and the public visiting the County buildings.

9) RECEIPT OF BIDS

To be considered, bids must be received within the time period specified in the Invitation to Bid. Bids received after the specified time will be returned unopened.

10) BID SIGNATURE REQUIRED

All bids must be signed with the firm name and by a representative with the authority to bind the company with his/her signature.

11) PRICES ARE FIRM

Bid prices will be assumed firm for 90 days after the opening of the bids unless otherwise stated by Middlesex County or the bidder.

12) CHANGE ORDERS

Any changes to an existing purchase order or contract must be approved in advance through the Office of the County Administrator. Middlesex County will not assume any responsibility for the cost of changes without prior approval.

13) RESPONSIBLE BIDDER CRITERIA

In considering the responsibility of bidders, Middlesex County will examine the following factors:

- A. Lowest bid for service
- B. Ability to meet requirements
- C. Adherence to specifications listed on this RFP
- D. Experience

In this regard, Middlesex County reserves the right to reject any and all proposals, in whole or in part, and to waive any non-conformance in proposals or any irregularities received, whenever such rejection or waiver is in the best interest of Middlesex County. The County will be the sole judge of which proposal will be in its best interest and its decision will be final.

BID FORM

In compliance and subject to the Specifications for General Cleaning Services and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor and perform all work necessary to carry out and complete this project.

BASE BID FOR ONE (1) MONTH OF SERVICES:

Lump Sum Bid of: \$ _____ And _____/100 Dollars.

Contract Execution

The Owner reserves the right to accept or reject any or all bids or parts of bids and to request re-bids.

The contractor certifies that he has understanding of the project work.

Acknowledgment of Addenda (if applicable)

No. 1, Date _____ Signature _____

No. 2, Date _____ Signature _____

No. 3, Date _____ Signature _____

I certify that the firm name given below is the true and complete name of the Bidder and that the Bidder is legally qualified to perform all Work included in the scope of the Contract.

Bidder _____
(Name of Firm)

By _____
(Signature)

(Typed/Printed Name)

(Title)

FEIN/SSN _____

If Partnership (List Partners' Names)

If Corporation, affix Corporate Seal and list
State of Incorporation

(Affix Seal)

Business Address:

Telephone # _____

Fax # _____