

REQUEST FOR PROPOSALS (RFP) PUBLIC FACILITIES CLEANING SERVICES

Town of China Grove, North Carolina

Issued: Thursday, February 29th 2024

Response Due: Thursday, March 28th 2024 at 5:00 PM



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SECTION 1: PROJECT OVERVIEW

1.1 Overview

The Town of China Grove, hereafter referred to as the “Town”, is accepting Proposals from a vendor or teams of vendors. Qualified vendor(s) will be able to provide cleaning services for three (3) Town owned buildings. Services requested for each building are outlined below. The Request for Proposal is posted on the Town’s website at www.chinagrovenc.gov/current_bid_opportunities

1.2 Statement of Need: Town Hall

Town Hall - inclusive of administrative offices

Address: 333 N. Main Street China Grove NC 28023

Square Footage: 1 floor (approx. 6500 sq ft)

Space: Lobby, council chambers, 2 private restrooms, 2 stalled restrooms (3 stalls each) and 6 administration offices.

Schedule: (1) Full Cleaning (1 x monthly)

The following cleaning instructions are outlined for each scheduled cleaning for Town Hall:

(1) FULL CLEANING (1 x month)

a. Entryways

Vacuum/sweep mats and traffic lanes (interior and exterior).

Damp mop hard surface floors taking care to get into corners and along edges.

Squeegee both sides of glass doors removing prints and smudges; wipe frames.

Empty interior trash receptacles.

b. Restrooms

Clean/sanitize toilets & sinks, inside and out. Remove splash marks from walls around basins.

Damp mop hard surface floors taking care to get into corners and along edges.

Empty all trash receptacles. Restock paper towels, toilet paper, and soap.

Dust horizontal surfaces, including partitions and mirror frames.

c. Offices, Board Room, & Common Areas

Vacuum all carpeted floor surfaces.

Sweep and damp mop all hard surface floors taking care to get into corners, along edges, and beneath furniture.

Empty all trash receptacles.

Discard all excess packaging/boxes or other trash, as needed.

Thoroughly dust all surfaces, including file cabinets, windowsills, etc.

Wipe down all desks, shelves, countertops, and tables with disinfectant cleaning solution.

Clean water cooler with disinfectant cleaning solution, removing watermarks and splashes on sides, fronts, and surrounding walls.

d. Kitchen Spaces

Clean/sanitize countertop surfaces, sinks, and outside of refrigerator & microwave.

Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. Empty trash and recycling containers.

e. Quarterly

Complete all high dusting, including exhaust fans and air ventilators within reach.

1.2 Statement of Need: Community Building

Address: 412 S. Myrtle Ave, China Grove NC 28023
Square Footage: 1 floor (approx. 7,000 sq ft)
Space: Ballroom, catering kitchen, 5 restrooms
Schedule: (1) Full cleaning following rentals (typically 1 x week on Mondays, occasionally more often as needed) * must be available for occasional Sunday morning cleanings.
(2) Semi-Annual Cleanings (2 times per year)

The following cleaning instructions are outlined for each scheduled cleaning for Community Building.

(1) FULL CLEANING (After each rental)

a. Ball Room and Hallways

Vacuum/sweep indoor & outdoor rugs
Dust horizontal surfaces.
Empty all trash receptacles.
Sweep and damp mop hard surface floors.

b. Restrooms (2 indoor private, 2 indoor stalled restrooms, 1 outdoor restroom)

Sweep and damp mop hard surface floors.
Wipe fixtures, sinks, and mirror.
Clean/sanitize toilets, sinks.
Restock paper/soap products, as needed.
Check/empty all trash receptacles.

c. Kitchen

Sweep and damp mop hard surface floors.
Wipe down counters, sinks, and surfaces.
Wipe down outside of warmer and refrigerator.
Wipe down inside of refrigerator and microwave.
Empty trash receptacles.
Restock paper/soap products as needed.

(2) SEMI-ANNUAL (2 times per year)

- a. Thoroughly wash all bathroom walls and stalls with disinfectant cleaning solution.
- b. Deep clean restroom tiles.
- c. Dust fans and air vents.

1.3 Statement of Need: Police Department

Address: 205 Swink Street, China Grove NC 28023
Square Footage: 1 floor (approx 1770 sq ft)
Space: Two entryways, meeting room, five (5) office areas, restrooms.
Schedule: (1) Weekly Cleaning (One afternoon beginning approximately 3 pm)

The following cleaning instructions are outlined for each scheduled cleaning for the Police Department.

(1) WEEKLY CLEANING (One evening beginning approx. 3pm)

- a. Entryways
Vacuum/sweep mats and traffic lanes. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. Light dusting, as needed.
- b. Restrooms
Clean/sanitize toilets, sinks, clean floors, and empty trash receptacle. Restock paper products, as needed.
- c. Offices & Meeting Room
Empty all trash receptacles. Vacuum/sweep mats and traffic lanes. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. Light dusting of desktops and horizontal surfaces, as needed.
- d. Kitchen/ Meal Prep Area
Clean/sanitize countertop surfaces and outside of refrigerators & microwaves. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture. Empty trash and recycling container.
- e. Other
Discard all excess packaging/boxes or other trash, as needed. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

SECTION 2: PROPOSAL

Vendors are required to submit a proposal that presents the vendor's qualifications and understanding of the work to be performed. Before submitting a proposal in response to this request, a walkthrough of each building is required. A walkthrough tour will be held on Wednesday, March 13th 2024 starting at 2:00 pm at Town Hall (333 N Main St.).

Please complete a separate proposal form for each facility you intend to bid on and a proposal form that combines all facilities you are interested in bidding on and any multiple-facility discounts that may apply.

Proposals must be clearly marked "Cleaning Services RFP Response" and submitted no later than Thursday, March 28th 2024 by 5:00P.M. Eastern. Proposals must be mailed, emailed, or hand-delivered to:

Attn: Jill Sellers, Parks and Recreation Director
Town of China Grove | 333 N. Main Street
China Grove, NC 28023 | jsellers@chinagrovenc.gov

No submissions or supporting documents will be accepted after this deadline. The Town of China Grove assumes no responsibility or liability for costs incurred by the responsive vendor in submitting this proposal. Vendors accept all risks for late delivery of Proposal Package regardless of fault.

IMPORTANT NOTE: All employees of the selected contractor will be required to submit to a background check prior to working on site. In addition, security training may also be a condition due to access to the police department offices.

2.1 Supplies

The Town will provide cleaning products, mops, brooms, buckets, paper products and trash can liners. Liners should only be replaced when more than paper trash is being disposed. All trash must be taken to outside trash receptacles on Town property.

2.2 Proposal Content

1. Proposal Form & Signature Page

A separate proposal form for each facility that you intend to bid on, and a proposal form that combines all facilities you intend to bid on is required (Attachments 1-5) . The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.

2. References

Proposals shall include a list of three (3) references including name, address, phone number, and contact person (Attachment 6). The Town reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

3. Company Narrative

Provide information regarding your experience level, years of operation, etc. (Attachment 7).

4. Property/Liability and Worker’s Compensation Certification (Attachment 8)

5. Independent Contractor Statement (Attachment 9)

6. E-Verify Affidavit (Attachment 10)

SECTION 3: RFP TIMELINE

This is the Town's best estimate of the timeline that will be followed.

Building Walkthrough- Required	Wednesday, March 13 th 2:00 pm
Closing date to submit application	Thursday, March 28 th 5:00 PM
Vendor notification & contract negotiation	April 2024
Present to the Town Council	April 2024

SECTION 4: OTHER PROCEDURAL INFORMATION

4.1 Other Procedures and Conditions

The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information

or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.

4.2 Public Records

Upon receipt by the Town, your Bid Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute §66-152 et seq. Your Bid Package will be reviewed by Town staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate document marked "Trade Secret -Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Bid Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Bid Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all staff involved in the evaluation process and to any outside consultant or other third parties who are hired to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Bid Package as a trade secret may be disqualified from the evaluation process.

SECTION 5: Minority Business Enterprises

The Town of China Grove is committed to using Minority Business Enterprises (MBE) for professional services and other Town contracts. Vendor and teams demonstrating a commitment to assist the Town in attaining this goal by being or including qualified MBE firms will be given priority consideration in the evaluation process.

For purposes of this section, the term minority refers to a person who is a citizen or lawful permanent resident of the United States and who is:

- Black, that is, a person having origins in any of the black racial groups in Africa;
- Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South; Central America, or the Caribbean Islands, regardless of race;
- Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
- American Indian, that is, a person having origins in any of the original peoples of North America; or
- Female

In order to qualify as a Minority Business Enterprise, vendor must have a majority ownership of minority partners and must:

- Be a NC Department of Administration certified Historically Underutilized Business;
- Be a NC Department of Transportation certified Disadvantaged Business Enterprise; or
- Seek approval as a qualified MBE at least two (2) weeks prior to the due date of

the responsive submittal to the associated procurement process.

Vendors or team member vendor that are qualified MBEs need to complete and return Attachment 12 with the submittal documents for this project. Evaluation committee members will be given guidance on scoring MBE participation rate based on the role of the MBE vendor (prime or sub), the number of MBE vendor (s) on the team, and the experience of the team members working with the MBE vendor(s) proposed.

PROPOSAL ATTACHMENTS

1-China Grove Cleaning Services Proposal (Town Hall) Proposal Form & Signature Page

It is the intent of the Town to accept the lowest responsible/responsive proposal. The selected proposal will be the most advantageous regarding price, quality of service, vendor qualifications and capabilities to provide the specified service, and other factors which the Town may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein.

The undersigned hereby submits the following proposal for the cost of cleaning services for as described within this Request for Proposal document:

Business Name _____

Representative Name/Title _____

Address _____

Office Phone _____ Cell Phone _____

Website _____ Email _____

Note: All column entries are required.

TYPE OF CLEANING	UNIT PRICE	ANNUAL
Monthly Cleaning	\$	\$

SUBTOTAL \$

Semi-Annual Cleaning	\$	\$
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TOTAL ANNUAL COST

\$

Payment will be made to the contractor within 30 days upon receiving the monthly invoice. The invoice shall include date(s) of service and amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature

Date

**2-China Grove Cleaning Services Proposal (Community Building)
Proposal Form & Signature Page**

It is the intent of the Town to accept the lowest responsible/responsive proposal. The selected proposal will be the most advantageous regarding price, quality of service, vendor qualifications and capabilities to provide the specified service, and other factors which the Town may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein.

The undersigned hereby submits the following proposal for the cost of cleaning services for as described within this Request for Proposal document:

Business Name _____

Representative Name/Title _____

Address _____

Office Phone _____ Cell Phone _____

Website _____ Email _____

Note: All column entries are required.

TYPE OF CLEANING	UNIT PRICE	ANNUAL
After Rental Cleaning	\$	_____
Semi-Annual Cleaning	\$	\$

TOTAL ANNUAL COST

\$ VARIES BASED ON RENTALS

Payment will be made to the contractor within 30 days upon receiving the monthly invoice. The invoice shall include date(s) of service and amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature

Date

3-China Grove Cleaning Services Proposal (Police Department) Proposal Form & Signature Page

It is the intent of the Town to accept the lowest responsible/responsive proposal. The selected proposal will be the most advantageous regarding price, quality of service, vendor qualifications and capabilities to provide the specified service, and other factors which the Town may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein.

The undersigned hereby submits the following proposal for the cost of cleaning services for as described within this Request for Proposal document:

Business Name _____

Representative Name/Title _____

Address _____

Office Phone _____ Cell Phone _____

Website _____ Email _____

Note: All column entries are required.

TYPE OF CLEANING	UNIT PRICE	ANNUAL
Weekly Cleaning	\$	\$

TOTAL ANNUAL COST

\$

Payment will be made to the contractor within 30 days upon receiving the monthly invoice. The invoice shall include date(s) of service and amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature

Date

**4-China Grove Cleaning Services
Proposal References**

Please list three (3) client references. The Town reserves the right to contact references other than, and/or in addition to, those being furnished below.

Business Name _____

Address _____

Contact Name _____

Phone _____

Business Relationship _____

Business Name _____

Address _____

Contact Name _____

Phone _____

Business Relationship _____

Business Name _____

Address _____

Contact Name _____

Phone _____

Business Relationship _____

**5- China Grove Cleaning Services
Proposal Company Narrative**

Company Name _____

Number of Employees _____ Years of Operation _____

Current Clients _____

Please include a brief narrative in the space below to include any additional information you wish to share that may assist us in choosing the best vendor for our needs.

**6- China Grove Cleaning Services Proposal
Property/Liability and Worker's Compensation Certification**

The selected vendor must provide a Certificate of Insurance including worker's compensation coverage naming the Town as additional insured with minimum insurance requirements of \$1,000,000.

- I understand that, if my proposal is selected, I will be required to provide a Certificate of Insurance with minimum coverage of \$1,000,000 naming the Town of China Grove as additional insured.

- I hereby certify that I have and will maintain in full force and effect a policy of Workers Compensation Insurance in compliance with the Laws of the State of North Carolina with the following insurance company:

Insurance Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

**7- China Grove Cleaning Services
Proposal Independent Contractor
Statement**

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Town for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required, shall have no contractual relationship with the Town, shall not be considered employees of the Town and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of North Carolina on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Town; and the Contractor shall defend, indemnify and hold the Town, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Town, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, or severance pay.

Company/Individual Name _____

Official Address _____

Signature and Title _____

Date _____

**8- Certification Regarding Lobbying
RFP - Public Facilities Cleaning Services**

The undersigned Firm certifies, to the best of his or her knowledge and belief, that:
No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including Sub-contracts, sub-grants, and Contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

Signature of Firm's Authorized Official

Name and Title of Firm's Authorized Official

Date

Note: This form may be signed electronically. All firms proposed for the contract must sign and return this form as part of the solicitation response.

**9- Intent to Perform as a Minority Business Enterprise Firm or Sub-firm
RFP - Public Facilities Cleaning Services**

All Minority Business Enterprises (MBE) proposed for the following solicitation must fill out this portion of the form.

Firm is proposed as: Prime firm Sub-firm

Is the firm a NC Department of Administration certified Historically Underutilized Business?

Yes No

Is the firm a NC Department of Transportation certified Disadvantaged Business Enterprise?

Yes No

If the answer is no to both of the questions above, is the firm an approved Minority Business Enterprise by the Town of China Grove? Yes N/A (firm is qualified under one of the two methods above)

Legal name of the firm and physical address:

As a duly authorized representative, I certify the above information is accurate

Signature of Firm's Authorized Official

Printed Name and Title of Firm's Authorized Official

Date

Note: This form may be signed electronically.