

**Request for Proposals Janitorial & Cleaning Services Term Contract**

**McCormick County, South Carolina**

**RFP No. 10-09-2023**

Proposal Notice

The County of McCormick is soliciting proposals from qualified firms for Janitorial & Cleaning Services for the initial term of any contract resulting from this RFP shall be one (1) year from November 1, 2023, or the date the contract is fully executed to October 31, 2023 with four (4) additional option years, subject to annual review of performance and availability of funds. This proposal is asking for qualified firms to submit proposals for performing Janitorial and Cleaning Services for the County of McCormick. All proposers are required to attend a pre-proposal walk through of all McCormick County Buildings on Tuesday, October 17, 2023, at 10 am.

Subject to the conditions and provisions set forth in the attached, sealed proposal packages must be clearly labeled with Proposal Number and received no later than 2 pm on Monday, October 23, 2023, at the McCormick County Administration Center, 610 South Mine St., McCormick, SC 29835. Neither late, emailed, nor faxed proposals will be accepted.

The commodities and/or services must be furnished as described and specified in the proposal package. McCormick County reserves the right to accept or reject any or all proposals.

Envelopes should be conspicuously marked in the lower left-hand corner:

RFP No. 10-09-2023

McCormick Janitorial & Cleaning Services

Contact Person:

Ryan Branyon, Building Official

[rbranyon@mccormickcountysc.org](mailto:rbranyon@mccormickcountysc.org)

864-852-2231

Please fill out and return with your Proposal Package

RFP No. 10-09-2023

**Request for Proposal Form**

McCormick County  
610 South Mine St.  
McCormick, SC 29835

Date: \_\_\_\_\_

Proposing Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above submits herewith our Proposal in response to proposal request number shown above and in compliance with the description and/or specifications within and attached hereto for:

Janitorial and Cleaning Services

SIGNATURE IF PROPOSER'S REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

(Please Print)

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**REGULAR JANITORIAL AND POLICING**

All buildings must be cleaned daily. Regular cleaning includes cleaning of all offices, corridors, halls, and restrooms; dusting windowsills, blinds, counters and other objects; emptying trash cans and replacing liners as needed; sweeping or dust mopping floors, base boards and vacuuming carpet. All uncarpeted offices and corridors must be damp mopped weekly.

Restroom cleaning includes the cleaning of toilets, sinks, and urinals; mopping of floors; replacing paper products; putting in urinal cakes and screens; and replacing air fresheners and hand soaps as needed.

The Courtroom will be cleaned weekly except when court is in session; then, it will be cleaned daily.

Bid includes all supplies needed, labor and any equipment.

Indicate Monthly Bid values for each technical proposal listed below:

Administration Center, 610 South Mine St. \_\_\_\_\_

Emergency Services Center, 608 South Mine St. \_\_\_\_\_

Courthouse, 133 South Mine St. \_\_\_\_\_

Judicial Building, 211 W. Augusta St. \_\_\_\_\_

Library, 201 Railroad Ave. \_\_\_\_\_

DSS, 215 N. Mine St. \_\_\_\_\_

Health Department, 204 Hwy 28 S. \_\_\_\_\_

**Carpet Cleaning**

**Carpet cleaning two (2) times per year – performed by shampooing or steam cleaning (after a thorough vacuuming.) Must be done after regular work hours.**

**Indicate Per Cleaning bid value for each technical proposal listed below:**

Administration Center, 610 South Mine St. \_\_\_\_\_

Courthouse, 133 South Mine St. \_\_\_\_\_

Judicial Building, 211 W. Augusta St. \_\_\_\_\_

Library, 201 Railroad Ave. \_\_\_\_\_

**Total Cost (Per Cleaning)** \_\_\_\_\_

**Total Annual Cost (Per Cleaning x 2 )** \_\_\_\_\_

**Window Cleaning**

**Window cleaning as needed, minimum of two (2) times per year.**

**Indicate Per Cleaning bid value for each technical proposal listed below:**

Administration Center, 610 South Mine St. \_\_\_\_\_

Courthouse, 133 South Mine St. \_\_\_\_\_

Judicial Building, 211 W. Augusta St. \_\_\_\_\_

Library, 201 Railroad Ave. \_\_\_\_\_

DSS, 215 N. Mine St. \_\_\_\_\_

Health Department, 204 Hwy 28 S. \_\_\_\_\_

**Total Cost (Per Cleaning)** \_\_\_\_\_

**Total Annual Cost (Per Cleaning x 2 )** \_\_\_\_\_

Please attach a reference sheet and any additional information or details needed to clarify your proposal.

In response to the Invitation for Sealed Proposals concerning the janitorial and cleaning of County Buildings, the Bidder hereby submits this bid.

Bidder hereby certifies that his/her proposal is genuine and not collusive or sham and has been arrived at independently – without consultation, communication, or agreement with any other bidder.

Regarding this proposal and any subsequent contract, Bidder is an independent contractor and not an employee of the County of McCormick. Bidder is responsible for all withholding taxes concerning Bidder and/or Bidder’s employees. With this bid, Bidder must provide proof that Bidder and all employees are covered by Worker’s Compensation insurance, that Bidder maintains general liability insurance in the amount of \$1,000,000 or more. The failure to submit proof of Worker’s Compensation Insurance, General liability insurance in the amount of \$1,000,000 or more at the time of submitting the proposal will disqualify the Bidder from consideration.

Contract Term/Conditions: The initial term of any contract resulting from this RFP shall be one (1) year from November 1, 2023, or the date the contract is fully executed to October 31, 2023, with four (4) additional option years, subject to annual review of performance and availability of funds.

The successful bidder shall provide the County with a certificate of such insurance and shall contain the provision that the County will be given thirty (30) days written notice of any intent to

amend or terminate by either the insured or the insuring Company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

McCormick County reserves the right to remove any site listed at any time during the term of the Contract and the bid amount/contract price for any removed site shall be deleted from the total monthly payment. Although the contract is for three years, said contract may be terminated at any time if funds are not appropriated and made available by the McCormick County Council. Bidder warrants that bid prices, terms, and conditions quoted in his/her proposal will be firm for acceptance for a period of three (3) years.

McCormick County reserves the right to add sites at an agreed upon price and/or McCormick County reserves the right to bid out additional sites and/or contract with another bidder on such additional sites.

McCormick County reserves the right to reject any and all proposals for any or no reason. As a part of the bid process, McCormick County has the right to interview all Bidders and inspect the Bidder's equipment which will be used to perform the landscaping and maintenance of County grounds. McCormick County may terminate the janitorial and cleaning contract if the successful Bidder does not perform the work in a satisfactory manner as determined in the sole discretion of the County.

Contract Extension: McCormick County reserves the right to renew this contract after the initial contract term expires subject to the same terms and conditions upon agreement of both parties, provided that funds have been appropriated by the governing board and performance under this contract has been satisfactory. Price increases shall be considered at contract renewal time and may be cause for non-renewal.

Default Provision: Failure to satisfactorily perform the services required by this contract will be grounds for the County to declare contractor in default. Upon default by contractor, County shall provide thirty (30) days written notice to contractor of its default, if said default is not corrected by contractor within this (30) day period, this contract may be canceled or annulled, in whole or in part, by the County for non- performance of violation of this contract's terms. Upon cancellation of the services of contractor by the County, an award may be made to another vendor who submitted a proposal to the County of this contract for services specified, or they may be purchased on the open market and contractor shall be liable to County for costs to the County in excess of the defaulted contract prices. Contractor shall continue the performance of this contract to the extent that any part is not terminated under the provision of this clause.

The County requires a minimum of five (5) years of experience. Prospective contractor must supply at least three (3) references from government agencies and/or private firms for which it has done similar or related work during the past three (3) years.

1. Agency or firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

2. Agency or firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

3. Agency or firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone number: \_\_\_\_\_