



COUNTY OF GEORGETOWN

129 Screven Street, Suite 239 · Georgetown, SC 29440-3641
Post Office Box 421270, Georgetown, SC 29442-4200
(843)545-3083 · Fax (843)545-3500 · purch@gtcounty.org

REQUEST FOR PROPOSALS (RFP)

BID NUMBER: 16-078

ISSUE DATE: Friday, August 26, 2016

OPENING DATE: Wednesday, September 21, 2016 **OPENING TIME: 3:00 PM (Eastern NIST)**

Bid Opening Location: Georgetown County Courthouse, Suite #239, (Purchasing Conference Room)

Pre-Bid Conference/Site Inspection: MANDATORY, Thursday, September 8, 2016 at 9:30 AM in County Council Chambers in the Historic County Courthouse.

PROCUREMENT FOR: Janitorial Services for Various Georgetown County Facilities

Commodity Code(s): 91039, 96896

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be received at the location and time stated herein and will be publicly opened and read.

MAILING ADDRESS:

County of Georgetown
Post Office Drawer 421270
Georgetown SC 29442-4200
Attn: Purchasing

STREET ADDRESS:

Georgetown County Courthouse
129 Screven Street, Suite 239
Georgetown SC 29440-3641
Attn: Purchasing

IMPORTANT OFFEROR NOTES:

- 1) Bid Number & Title must be shown on the **OUTSIDE** of the delivery package.
- 2) Federal Express does **not** guarantee delivery to Georgetown, SC before 4:30 PM Eastern Time on **Primary Overnight** Service.
- 3) **United Parcel Service (UPS)** **does** guarantee delivery to Georgetown, SC before 10:30 AM Eastern Time on Next Day "Early AM" Service.
- 4) You must register a contact name, company name, fax and/or e-mail with the Purchasing Office as below to ensure your name will be added to the contact list for future amendments and addenda.

Purchasing Contacts:

Nancy Silver

Phone (843)545-3076

Fax: (843)545-3500

E-mail: nsilver@gtcounty.org

Kyle Prufer

(843)545-3082

(843)545-3500

kprufer@gtcounty.org

This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.



Intent to Respond

REF: RFP #16-078, Janitorial Services for Various Georgetown County Facilities

If your company intends to respond to this solicitation, please complete and promptly return this form to assure that you can be included on the mailing list to receive all addenda regarding this project.

It is not necessary to return any other portion of the bid documents if you are not bidding.

Failure to return the Intent to Respond shall not be sufficient cause to rule a submittal as non-responsive; nor does the return of the form obligate an interested party to submit a response. Georgetown County's efforts to directly provide interested parties with addenda or additional information are provided as a courtesy only, and do not alleviate the respondent from their obligation to verify they have received and considered all addenda. All addenda are published and available on the county website at www.gtcounty.org select Quick Links, "Bid Opportunities" and "Current Bids."

Our firm **does** intend on responding to this solicitation.

Our firm **does not** intend on responding to this solicitation.

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

FAX: _____

E-Mail: _____

Reason if **not** responding: _____

Please return this completed form to Nancy Silver, Senior Buyer

- by e-mail to purch@gtcounty.org
- or by FAX to (843)545-3500.

[End of Intent to Respond]

Time Line: Invitation for Bid #16-078

Item	Date	Time	Location*
Advertised Date of Issue:	Friday, August 26, 2016	n/a	n/a
Pre-Bid Conference/Site Inspection:	MANDATORY, Thurs., Sep 8, 2016	9:30 AM	Council Chambers
Inquiry Cut-Off Time:	Wed., September 14, 2016	3:00PM ET	Suite 239
Bids Must be Received on/or Before:	Wed., September 21, 2016	3:00PM ET	Suite 239
Public Bid Opening & Tabulation:	Wed., September 21, 2016	3:00PM ET	Suite 239

*All locations in the Old County Courthouse, 129 Screven Street, Georgetown, SC unless otherwise stated.

RFP #16-078
Scope of Services
Janitorial Services for Various County Facilities

1. Georgetown County is seeking competitive, sealed bids for Janitorial Services to be performed in the following County tenant facilities:

Department of Social Services Building: located at 330 Dozier Street, Georgetown, South Carolina. The tenants of the building are the employees of the State Department of Social Services. This building has two floors each approximately 10,800 square feet, for a total of 21,600 square feet. There is approximately 14,310 square feet of carpeted floor, with a balance of 7,290 square feet of vinyl floors. See *Exhibit A* for performance specifications;

Georgetown County Health Dept: located at 531 Lafayette Circle, Georgetown, South Carolina 29440. The tenants of this building are the employees of the State Department of Health. This building is comprised of three (3) separate units within one building. Each unit has its own entrance and is self-contained. Approximate square footage: Clinic – 10,000 SF; Environmental Health – 1,800 SF; Social/Other programs – 1,800 SF. See *Exhibit B* for performance specifications;

Choppee Medical Center: located at 8189 Choppee Rd Georgetown, South Carolina, 29440. The tenants of this building are medical services providers of various specialties. There is approximately 10,041 sq ft of current area to be cleaned in the building. See *Exhibit C* for performance specifications.

2. There will be a **MANDATORY Pre-Bid Conference/Site Inspection** held in County Council Chambers **beginning promptly at 9:30 AM on Thursday September 8, 2016**, in the Georgetown County Court House, 129 Screven St, Georgetown, South Carolina, 29440. The purpose of the pre-bid conference is to give potential offerors an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal. Building layouts will be distributed at the pre-bid conference. Mandatory site inspections of all buildings will be scheduled for the same day as the mandatory pre-bid conference. A schedule of site inspections/mandatory walk through of the properties can be found on the attached *Exhibit D*. **POTENTIAL BIDDERS SHALL NOT BE PERMITTED TO SCHEDULE A TOUR AT A DIFFERENT TIME OR DATE than instructed at pre-bid. An attendance record will be made of those in attendance. Only those contractors present shall be qualified to provide a bid on this service.**

3. The Contractor is responsible for providing all cleaners and equipment to perform the services as outlined within this document.
4. All personnel are to be insured and bonded. All personnel are required to pass a background check. Also, the awarded contractor for the Department of Social Services building must ensure that none of the personnel working within this building has open DSS cases of any kind. For security purposes, personnel with open DSS cases will not be permitted to work at this location.
5. Each offeror must provide a minimum of three (3) references for previous satisfactory experience in janitorial service, including cleaning of Public/Medical Office facilities.
6. Price shall be one of the evaluation factors but it shall not be the sole basis for the award of the contract. An award shall be made to the offeror whose bid is considered to be the most advantageous to Georgetown County .In determining the lowest responsive and responsible bidder, in addition to cost, the following shall be considered but not limited to:
 - a. Demonstrate capability to perform the work assigned with sufficient equipment and skilled labor.
 - b. Ability to complete the work in a satisfactory and timely manner.
 - c. Review of past record of performance on projects of similar scope.
 - d. Proof of Bonding and Workers Compensation Insurance.
 - e. At least three (3) references accompanying the bid.
7. The County of Georgetown reserves the right to award the contract in the aggregate, by individual location, or any combination, whichever is in the best interest of the County.

Add/Alternate #1

An add/alternate #1 is being requested to obtain pricing for carpet cleaning and/or floor stripping and waxing at each of the facilities. This is an optional item that may or may not be selected by each individual location and/or pricing may be used for future carpet cleaning and/or floor stripping and waxing needs dependent upon the needs of each facility. Note: Only the base bid costs will be read the day of the public bid opening. Add/Alternate #1 pricing will not be read aloud but prices will be posted on the Georgetown County website following the bid opening.

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Exhibit A

Department of Social Services Building

1. Janitorial Services are to be performed in the building located at 330 Dozier Street, Georgetown, SC. The tenants of the building are the employees of the Department of Social Services (DSS). There are approximately 48 employees that occupy the building with an estimated 2,000 visitors to the building per month.
2. This building has two floors each approximately 10,800 square feet, for a total of 21,600 square feet. There is approximately 14,310 square feet of carpeted floor, with a balance of 7,290 square feet of vinyl floors.
3. Each bidder is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities, and/or any other existing condition, factor, or item that may affect or impact on the performance of service described and required by the Contractual Requirements. The bidder shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, (1) the bidder's failure to attend the scheduled tour of the building (2) the bidder's failure to observe existing conditions, etc.
4. The contractor must perform all janitorial services as required herein in a manner satisfactory to and acceptable by the County or the State agency tenant in order to provide a clean and sanitary environment for the building, the building's contents, and the building tenants. The contractor shall agree and understand that the building tenants shall assign a contact person (hereinafter referred to as the "lead tenant contact person") to inspect, review, oversee, and coordinate janitorial services with the contractor.
5. The contractor shall provide services for all areas of the building specified by the County or the State agency. Such areas shall be all occupied areas, unless otherwise specified by the County during the tour of the building described in this document. However, at any time during the effective period of the contract, the County reserves the right to change, add to, or delete areas of the building for which the contractor shall provide services. In such event, payment to the contractor shall be adjusted as specified in the Payment and Invoicing Requirements of this document. This will include cleaning of office areas, vacuuming, emptying trash, cleaning restrooms (men's and women's), replenish restroom supplies, mopping kitchen area, etc.
6. Offeror will schedule work during the hours of 1:00 PM to 5:00 PM, Monday through Friday excluding holidays, unless alternate arrangements are made in advance with DSS management.
7. DAILY REQUIREMENTS:
The contractor will perform the following daily tasks five days per week excluding State holidays, between the hours of 1:00 PM and 5:00 PM.
 - A. LOBBY AREA
 - Return all toys into storage box provided.
 - Thoroughly sweep all hard surface floors using brooms or treated dust mops.

- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)
- Move walk-off mats outdoors (weather permitting) and shake or broom clean, then return to proper placement.
- Clean and disinfect drinking fountains.
- Dust all furniture.

B. ENTRANCES

- Thoroughly sweep all hard surface entrance porticos and steps

C. LOBBY/PUBLIC RESTROOM

- Clean Toilets, (front and back)
- Clean Mirrors.
- Clean Counters, Basins and Faucets.
- Replenish supplies (soap, towels, tissue)
- Empty Waste Containers and replace can liners.
- Thoroughly sweep all hard surface floors using brooms or treated dust mops.
- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)

D. OFFICES (Both Floors)

- Empty Waste Containers and replace can liners if needed.
- Vacuum carpet

E. CORRIDORS (Both Floors)

- Thoroughly sweep all hard surface floors using brooms or treated dust mops.
- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)
- Clean and disinfect drinking fountains.

F. ELEVATORS

- Thoroughly sweep all hard surface floors using brooms or treated dust mops.
- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)

G. EMPLOYEE RESTROOMS (Both Floors)

- Clean Toilets, (front and back)
- Clean Mirrors.
- Clean Counters, Basins and Faucets.
- Replenish supplies (soap, towels, tissue)
- Empty Waste Containers and replace can liners.
- Thoroughly sweep all hard surface floors using brooms or treated dust mops.
- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)

H. EMPLOYEE KITCHEN & LOUNGE

- Empty Waste Containers and replace can liners.
- Thoroughly sweep all hard surface floors using brooms or treated dust mops.

- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)
- Clean Counter, Basin and Faucet

I. JANITORIAL CLOSET

- Remove all collected trash to outdoor bin or dumpster
- Replace all equipment (mops, brooms, buckets, etc) to their correct storage location
- Rinse mop sink and remove mop strings or trash that collected in sink
- Return all cleaning supplies to the Janitorial Closet
- Lock Janitorial Closet upon leaving

8. WEEKLY REQUIREMENTS

The contractor will perform the following tasks once per week excluding State holidays, between the hours of 1:00 PM and 5:00 PM.

A. OFFICES (Both Floors)

- Dust all office furniture (file cabinets, desk front, legs and sides- only dust desk tops if specifically requested, or if the top is clear).
- Remove scuff marks and fingerprints from door surfaces

B. STAIRWELLS

- Thoroughly sweep all hard surface floors using brooms or treated dust mops.
- Wet mop all hard surface floors to give a clean and satisfactory appearance. (Remove any mop strings left on floor.)
- Remove scuff marks and fingerprints from door surfaces

C. ELEVATORS

- Remove fingerprints from doors, walls and control panels

D. LOBBY/PUBLIC RESTROOM

- Clean and disinfect stall doors

E. EMPLOYEE RESTROOMS (Both Floors)

- Clean and disinfect stall doors

9. MONTHLY REQUIREMENTS

The contractor will perform the following tasks once per month excluding State holidays, between the hours of 1:00 PM and 5:00 PM.

A. LOBBY AREA

- Dust doors, doorsills, window frames and windowsills
- Clean window glass
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

B. LOBBY/PUBLIC RESTROOM

- Dust doors, doorsills, window frames and windowsills
- Clean window glass
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

C. OFFICES (Both Floors)

- Remove dust from overhead Heat/AC vents
- Dust doors, doorsills, window frames and windowsills
- Clean window glass
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

D. CORRIDORS (Both Floors)

- Dust doors, doorsills, window frames and windowsills
- Clean baseboards
- Remove dust from overhead Heat/AC vents
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

E. EMPLOYEE RESTROOMS

- Dust doors, doorsills, window frames and windowsills
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

F. STAIRWELLS

- Clean stair rails and balusters between stair rails
- Clean walls to remove scuff marks
- Clean baseboards
- Spot cleaning of walls, around light switches, door knobs, etc.

10. The Department of Social Services (DSS) will purchase and provide the following disposable products:

- Can Liners (all sizes required)
- Bathroom/Toilet Tissue
- Hand Towels
- Hand Soap
- Air Fresheners

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Exhibit B

Specifications -Georgetown County Health Department

Georgetown County Health Department is comprised of three (3) separate units within one building. Each unit has its own entrance and is self contained. Approximate square footage: Clinic – 10,000 S/F; Environmental Health – 1,800 S/F; Social/Other programs – 1,800 S/F. There is approximately 4,700 square feet of carpeted floor, with a balance of 8,900 square feet of VCT tile floors. There are approximately 20 employees that occupy the building with an estimated 2,400-3,600 visitors to the building per month.

The contractor must perform all janitorial services as required herein in a manner satisfactory to and acceptable by the state agency in order to provide a clean and sanitary environment for the building, contents, tenants and clients. The contractor shall agree and understand that the building tenants shall assign a contact person (hereinafter referred to as the “lead tenant contact person”) to inspect, review, oversee, and coordinate janitorial services with the contractor.

1. The contractor shall provide services for all areas of the building specified by the agency. Such areas shall be all occupied areas, unless otherwise specified by the agency during the tour of the building described in this document. However, at any time during the effective period of the contract, the agency reserves the right to change, add to, or delete areas of the building for which the contractor shall provide services. In such event, payment to the contractor shall be adjusted as specified in the Payment and Invoicing Requirements of this document. This will include cleaning of office areas, vacuuming, emptying trash, cleaning restrooms (men’s and women’s), replenish restroom supplies, mopping hard surface floors, etc.
2. Offeror will schedule work during the hours of 8:30 am to 5:00 pm Monday through Friday excluding state holidays, unless alternate arrangements are made in advance with DHEC management.
3. DAILY REQUIREMENTS:
 - A. Bathrooms (5 clinic – daily, 2 Environmental Health, 2 Social/Other programs to be cleaned at least twice per week as these areas do not have public use)
 - Clean, sweep or mop each bathroom floor (wet mop with clean soapy water as needed – at least once per week, more often if spills, dirt buildup, etc)
 - Disinfect and clean each toilet and sink
 - Clean toilet seat
 - Fill paper towel, toilet tissue and soap dispensers
 - Clean mirror
 - B. Clinic exam rooms and lab (7 rooms all hard surface floors)
 - Sweep/dustmop floors (wet mop with clean soapy water as needed – at least once per week, more often if spills, dirt buildup, etc)
 - Clean and disinfect sinks and countertops
 - C. Lobby/Waiting rooms (all hard surface floors – no carpet)
 - Sweep/dustmop floors (wet mop with clean soapy water as needed – at least

- once per week, more often if spills, dirt buildup, etc.)
- Dust window sills
- Straighten chairs, magazines, etc
- Remove any trash from area
- Clean glass entrance doors
- Pick up any trash at building entrance sidewalk

D. Common Areas (Clinic halls, circular area, exit halls, etc)

- Sweep/dustmop floors (wet mop with clean soapy water as needed – at least once per week, more often if spills, dirt buildup, etc.)
- Sweep/vacuum/clean any door mats
- Remove any trash from area (empty boxes, etc) to dumpster at rear of building.

E. Breakroom

- Sweep/dustmop floors (wet mop with clean soapy water as needed – at least once per week, more often if spills, dirt buildup, etc.)

F. All Areas (including carpeted offices)

- Empty trash and place in trash dumpster at back of building (except any red “BioHazard” trash cans/bags – this will be emptied and disposed of by OSHA trained clinic staff)
- Wash out any trash cans as needed – replace with new can liners as needed.

4. ONE TO TWO TIMES PER WEEK DUTIES:

- Dust and vacuum all clinic area carpeted offices (12 offices), conference room, front office in clinic area, Environmental Health (6 offices) and Social/Other Programs (5 offices) offices as needed to maintain a clean appearance.
- Clean check in windows in front office

5. QUARTERLY DUTIES:

- Clean windows in courtyard area and interior/exterior windows (224 windows) as needed to maintain a clean appearance with a complete cleaning of all windows (inside and out) to be done twice per year.
- Buff hard surface floors to maintain a clean shiny appearance
- Clean all baseboards to maintain a clean appearance
- Clean/dust all ceiling vents
- Spot clean carpeted areas as needed

6. MISCELLANEOUS:

- Contractor to supply all labor, supervision, cleaning supplies (to include soap, paper towels, toilet tissue, and can liners) and cleaning equipment (mops, brooms, mop bucket, vacuum cleaner, etc).
- All cleaning materials used will be kept in a clean manner (ie: mops clean and white, no dingy mops used to wet mop floors).
- Contractor will provide the agency with a list and MSDS for all chemicals used at the site. An electronic version of this is preferred but a paper copy is acceptable.

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Exhibit C

Janitorial Services Contract, Choppee Medical Complex

1. The Choppee Medical Center is located at 8189 Choppee Road in Georgetown, SC 29440. The building is owned by Georgetown County, SC, and is leased to medical services providers of varying practices. There are approximately 10 employees that occupy the building with an estimated 500 visitors to the building per month. Due to the nature of the tenants, a high service standard is expected.
2. Service must be provided after office hours for four (4) days per week, Monday through Thursday nights, and/or during weekend hours prior to the reopening of the offices on Monday.
3. Currently the square footage of space to clean is 10,041 Sq/Ft, made up of a combination of carpeted and vinyl tile floors. The contractor shall provide prices for services for all areas of the building as specified. At any time during the effective period of the contract, the County reserves the right to change, add to, or delete areas of the building for which the contractor shall provide services. In such event, payment to the contractor shall be adjusted as specified in the Payment and Invoicing Requirements of this document. The County reserves the right to add or detract from square footage as necessary.

<u>Cleaning Square Footage of Choppee Medical Complex</u>	
<u>Cleaning consists of:</u>	<u>Sq. Ft.</u>
Suite 1-Common Areas/corridors, Central Admit, & restrooms	4,977
Suite 2-St.James-Santee	5,064
Total sq. ft. to be cleaned on a daily basis (includes office space, bathrooms, common areas, & corridors)	10,041

4. **Personnel**

- a) Contractor shall provide adequate, competent personnel fully trained prior to work start in handling bio-hazardous materials, approved of by the Building Manager prior to start, and with sufficient supervision to provide services as outlined in scope of work. The contractor must perform all janitorial services as required herein in a manner satisfactory to and acceptable by the County or the County's tenant in order to provide a clean and sanitary environment for the building, the building's contents, and the building tenants. Employees used to fill in for employee vacations and sick leave must also be trained in biohazard handling prior to work start. Contractor may find it necessary to bring in additional staff for carpet cleaning and floor maintenance. Contractor may not assign or subcontract any part of this Contract.
- b) Contractor shall employ a competent supervisor who will be available to the job site as required by spec and have full authorization to act on Contractor's behalf. Contractor shall provide the supervisor's name prior to Contract start to the Parks & Recreation Facilities Coordinator. All communications given to this supervisor shall be as binding as if given to the Contractor. Contractor's supervisor shall establish a mutually agreeable regular line of communication with the

County's inspecting supervisor. Any changes to the appointed supervisor shall be made in writing to the Parks & Recreation Facilities Coordinator within three days of assignment.

- c) Contractor shall notify the Parks and Recreation Facilities Coordinator of all new employees one week prior to their start date. Contractor's employees shall have good verbal and written communication skills. Contractor is responsible for employee's honesty. Any employee who, in the opinion of the Parks and Recreation Facilities Coordinator, does not appear to be fully trained shall not be allowed to commence work. Any employee objectionable to the Parks & Recreation Facilities Coordinator shall be immediately removed from the Clinic.
- d) Contractor shall ensure that all employees working in the building wear non-sterile gloves while performing work under this contract. The Contractor shall ensure that all employees working in the building receive annual training to comply with OSHA standards regarding occupational exposure to blood borne pathogens.
- e) Personal appearance of Contractor's employees must meet generally accepted standards of hygiene and apparel. If Contractor does not provide uniforms, the minimum requirement is full length slacks/trousers, shirt/blouse, and footwear that covers entire foot. Smoking and eating are prohibited except where specifically authorized by the County. Contractor's employees will use Building Lounge area only for their rest and break space. Contractor's employees may not make use of any other Building space during their non-work time.

5. **Supplies and Equipment**

- a) County shall provide Contractor with waste bags, liquid hand soap, toilet paper, paper hand towels, trash bags, recycling bins and all carpet runners for the common areas only. Tenants such as that at Suite 2-St. James-Santee choosing to have janitorial services provided under this agreement with the County will be responsible for providing these items for the Contractor.
- b) Contractor shall be responsible for informing the Parks and Recreation Facilities Coordinator to order an adequate inventory of the above listed supplies.
- c) Contractor shall keep inventory level and give adequate restocking notice via email to the Parks & Recreation Facilities Coordinator of supplies to be ordered.
- d) Contractor shall provide all non-sterile gloves, mops, industrial grade vacuum cleaners, brooms, floor scrubbers, waxers, polishers, cleaners, bleaches, quaternary ammonium disinfectants, waxes, strippers, cleaning rags, and any supplies and equipment necessary to perform the services required under this Contract. All supplies must carry manufacturer's original label as to the container's contents. Material Safety Data Sheets shall be provided by the Contractor for all supplies to the Parks & Recreation Facilities Coordinator. All equipment must comply with all state and federal safety codes. Any faulty equipment provided by the Contractor shall be prohibited and removed from the property.

6. **Keys And Security**

The County will provide Contractor with keys required for access to service areas. These keys shall not leave the building. NO BUILDING KEYS MAY BE COPIED. Outside entrance door keys shall be the only keys to be issued to the Contractor's employees and permitted to leave the building. All other keys shall remain in the building at all times. If keys are lost, Contractor shall be responsible for the total cost of rekeying and replacement of all building locks and keys. Contractor's employees shall not admit anyone to areas controlled by a key in their possession.

7. **Cleaning Definitions**

- a) **Dust Mop**: Dry mop is used to remove dust and litter from all dry smooth surfaced floors. Gum, tar, and other foreign substances must be removed prior to dust mopping the floor. Mop head is

to be treated with a dust suppressive substance. Debris collected is then picked up with a brush and dust pan and disposed of with other trash. Cleaned floor shall be free from all visible dirt and debris.

- b) Damp Mop: Used for the rapid cleanup of floors lightly soiled from spills and entrance tracks. Damp mop is used with an all-purpose cleaner in warm water with excess water wrung out before contact with floor and must be kept clean by frequent rinsing in cleaning solution. Cleaned floor shall be free from all visible dirt, debris, water streaks, mop marks and strings.
- c) Wet Mop: Used for rapid clean-up of heavily soiled floors. Use one mop with an all-purpose cleaner in warm water in one bucket and another mop and bucket with clear water for rinsing. Before putting water on the floor, the area shall be damped mopped. A wet mop with solution is used to soak up dried dirt and stains followed by the rinse mop. Completed job shall have the floor, baseboards, furniture, doors and frames clean and free of dirt, stains, water streaks, mop marks and strings and have a overall clean appearance.
- d) Machine Scrub and Refinish: Clean heavily soiled floors without removing a substantial amount of floor finish. Floor shall be dust mopped to remove all loose dust and debris. Prepare a warm water cleaning solution using an all-purpose cleaner. Use wet mop to lay a moderate amount of cleaning solution on the floor but do not flood. Scrub with rotary machine using brushes or medium course pad. Solution is picked up off the floor by vacuum or mop. Floor is then thoroughly rinsed to remove all solution. All baseboards, doors, door frames, and furniture shall be clean of solution and water marks. A minimum of two coats of floor finish shall be applied in thin even coats.
- e) Strip and Refinish: Complete removal of all finishes on floors returning it to its original surface. Dust mop floor to remove all loose dirt and debris. Strip solution shall be prepared according to manufacturer's specifications. Strip solution shall be put on floor and allowed to work a few minutes before machine scrubbed. Floor must be thoroughly machine scrubbed with strip pad or scrub brushes until all floor finish is in solution. Solution is picked up from the floor by vacuum or mop. Floor must be rinsed at least two times to remove all strip solution. All baseboards, doors, door frames, and furniture shall be clean of stripping solution and water marks. Minimum of two coats of sealer and two coats of floor finish shall be applied in thin even coats.
- f) Carpet Vacuum: Vacuumed with a machine to remove dirt out of carpet. Prior to vacuuming, areas not reached by vacuum shall have the dirt and debris swept out to an open area for pick up and carpet shall be spot cleaned to remove all stains and sticking substances such as gum and tar. After vacuuming, carpet shall appear clean and free from dust balls, rubber bands, paper clips, and other debris. All carpet ravel are to be cut in such a manner to prevent further damage to carpet.
- g) Dust: Removes soil deposits to eliminate need for heavier cleaning. Dusting residue shall be removed directly from surface by most appropriate method. Dusting may be done by using a vacuum cleaners or lint-free cloths/mitts treated with a dust suppressive chemical. Care must be exercised to not disturb papers and articles on office desks. No streaks, spots, smudges, oil streaks, or other marks shall remain on dusted surface.
- h) Spray Buff: Restores luster and clean appearance of hard surface floors. Dust mop to remove all loose dirt and debris. Remove stuck on foreign material such as gum and tar. Remove spills such as coffee and soft drinks with a damp mop. Spray a fine mist of floor finish on the area to be buffed and machine buff until area is dry and has a gloss finish. Dust mop area to complete job.
- i) Disinfect: Wipe surface with a disposable wipe-all (NO SPONGES) using a bleach solution consisting of no less than one part chlorine bleach to 6 parts of water, or any hospital grade quaternary ammonium compound disinfectant in a 1:256 dilution. All disinfectants must have the EPA number on the label.
- j) Scour/Scrub: Clean surface with a creamy mildly abrasive cleanser with bleach added (e.g. Clorox SOFT SCRUB with Bleach). Rinse surface with clear, clean water.

- k) **Rest Room Cleaning:** Stools, seats, and urinals shall be washed inside and out with a disinfectant. Stools and urinals must be kept free of mineral deposits and stains from water by scrubbing with an acid bowl cleaner. Toilet seat shall be wiped dry with a cloth after cleaning. Scour wash basins thoroughly with a disposal wipe-all cloth and wipe dry. Acid or abrasive scouring powders shall not be used on sink, faucets, and piping. All mirrors, shelves, chrome fixtures, pipes, and partitions shall be wiped with a damp disposable wipe-all (NO SPONGES) and polished dry. Floors shall be scrubbed or mopped using a quaternary disinfectant in the water. Floor drains must be kept clean and the trap sealed with water to prevent odors.
- l) No biohazardous materials containers are to be emptied or removed.

8. **Service Duties**

- a) A list of duties and frequency required to clean the building follows, but it is understood that any items not listed but necessary to the total building cleanliness shall be included as though enumerated in detail. Contractor's supervisor and employees shall report to the designated Parks and Recreation Facilities Coordinator for daily cleaning updates and to advise the Parks and Recreation Facilities Coordinator of any supplies that need to be ordered.
- b) In addition to providing the monthly cleaning service, the Contractor shall also provide for major clean-up of the Building due to emergency/unplanned circumstances such as fires, large pipe breaks with substantial water damage, explosions, large amounts of broken glass, etc. Contractor shall be paid the same hourly rate for completing tasks not specifically covered in this contract such as major disinfecting of a room and moving of furniture. The County shall give specific authorization in writing to Contractor for such expenditure of labor. Contractor shall, upon request, provide personnel at any time to clean up after emergencies to minimize damage to the building and disruption for the occupants.
- c) At no time shall the work performed interfere or cause a distraction to occupants and facility users. Contractor's employees shall not disturb belongings and papers of the occupants, use telephones or any office equipment such as copy machines, television sets, computers and typewriters. Employees shall not open desk drawers or cabinets or tamper with any building employee's personal or County property.

9. **Work Schedule:** The work shall be performed four (4) times per week after normal office hours (5:00 PM) each evening and before opening hours (8:00 AM) each morning, Monday through Thursday, and during weekend hours prior to the reopening of the offices on Monday. Contractor is not required to perform services on the following celebrated holidays: Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day.

10. **Security:** Contractor's employees must maintain all locked areas except to provide janitorial service. Areas only in employee's direct view shall be unlocked in order to maintain security. Contractor is responsible for security of their own equipment, tools, and supplies, but such equipment shall be accessible to the Parks & Recreation Facilities Coordinator for emergency cleanup.

11. **Damages:** Contractor shall be responsible to repair, replace, or indemnify the individual, department, or County for property damaged by Contractor's employees.

12. **Lights:** County employees are responsible for turning lights on and off as necessary in performing their duties. Contractor's employees shall turn on only lights necessary to illuminate their immediate work area and shall turn them off upon completion of work. Contractor's employees shall turn off lights in areas where it is obvious the area is unoccupied.

13. **Water Cleanup**: Uncontrolled water inside the building from broken pipes, plugged toilets or urinal, roof leaks, open windows and doors, etc., shall be immediately cleaned up.
14. **Graffiti Marks** scribbled on interior building walls, floors, partitions, windows, etc., shall be removed as soon as observed using methods least damaging to the surface. Report any graffiti unable to be removed to the Parks & Recreation Facilities Coordinator.
15. **Trash Removal**: Trash removal shall be to dumpster containers located outside at the rear of the building. Trash must be placed in trash bags, each bag secured and tied, placed in the dumpsters. Dumpster lids should close completely. All trash remains the property of the County and salvage of materials by the Contractor and or Contractor's employees is prohibited.
16. **Recyclables**: All recyclables shall be taken to the appropriate bins on a daily basis. Recyclables shall be placed in their separate containers.
17. **Repair/Replacement**: Contractor shall report daily via email or other method approved by the Parks & Recreation Facilities Coordinator all conditions in the building requiring repair such as broken fixtures, leaking utility pipes, and faulty electric switches.
18. **Emergency/Unplanned/Miscellaneous Services**: Discharges from persons who vomit, urinate or defecate in improper places shall be cleaned up at the start of the next shift. Messes caused by accidental breakage or spillage of material shall be cleaned up at the start of the next shift unless it is an emergency where immediate action is needed to minimize damage to the building and disruption for the occupants. Contractor is required to clean up any discharge or spill on an emergency basis within two hours of notification.
19. **Inspection**: Contractor shall conduct weekly inspections for the first month and then monthly inspections thereafter, with the Parks & Recreation Facilities Coordinator or his/her designee using the evaluation form provided by the Parks & Recreation Facilities Coordinator. If Contractor's performance is adequate, this inspection may become quarterly at the discretion of the Parks & Recreation Facilities Coordinator.
20. **Shipping Cartons and Packing Materials Removal**: Building occupants will place empty packing cartons and materials in corridors outside offices and labs and designated spaces throughout building. Contractor will break down cartons and remove to recycle dumpsters or trash dumpsters as appropriate.
21. **Janitorial Duties**:

General Cleaning (All Rooms)	Daily	Per Week	Per Month	Per Year	As Needed
Dust Air Vents and Grills		x1			
Dust Desks, Chairs and other Furnishings	D				
Dust and Sanitize Telephones	D				
Sanitize Counters and Sinks	D				
Dust High Areas and Light Fixtures			x1		
Dust Partitions and Ledges	D				
Dust Blinds		x1			
Empty Wastebaskets and Replace Liners	D				

Clean Baseboards and Kick plates			x1		
Spot Clean Walls			x1		
Sweep/Dust Mop Floors	D				
Mop/Sanitize/Buff Tile Floors	D				
Scrub and Wax Floors			x1		
Vacuum all Carpet and Area Rugs	D				
Shampoo Carpets			x1		
Sweep and Clean Entrances	D				
Sweep and Clean Walkways	D				
Clean all Windows, Inside and Outside			x1		
Clean Inside Partition Glass (Reception area)	D				
Entrance Door Glass, Inside and Outside	D				
Fill Hand Towel and Paper Tissue Dispensers	D				
Replace Light Bulbs					A/N
Take All Trash Off Premises	D				
Check Off and Initial OSHA Sheets	D				

Restroom Cleaning and Sanitizing	Daily	Per Week	Per Month	Per Year	As Needed
Clean Mirrors	D				
Clean and Sanitize Sinks	D				
Clean and Sanitize Toilet Bowl, Inside and Outside	D				
Empty/Clean/Polish Sanitary Napkin Dispenser	D				
Fill/Clean/Polish Towel Dispensers	D				
Empty/Clean/Polish Towel Receptacles	D				
Fill Soap Dispensers	D				
Replace Room Deodorizer					A/N
Sweep/Sanitize/Damp Mop Floors	D				
Clean/Sanitize Walls and Partitions Around Toilet	D				

Closing Instructions	Daily	Per Week	Per Month	Per Year	As Needed
Arrange Furniture	D				
Clean Janitor Closet		x1			
Turn Off Lights	D				
Turn On Night Lights	D				
Secure and Lock All Windows and Doors	D				
Code Building Out/Put on Alarm System	D				
Note P & R Facilities Coordinator of all conditions in the building requiring repair	D				

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EXHIBIT D

BID #16-078, Janitorial Services Mandatory Pre-Bid Conference/Site Inspection Schedule

Thursday, September 8, 2016

<u>Location</u>	<u>Address</u>	<u>Contact Person</u>	<u>Time</u>
Sign In Sheet & General Bid Questions	129 Screven St., Georgetown, SC 29440	Nancy Silver Ph: 843-545-3076 <u>or</u> Ph: 843-545-3083	9:30 AM
Department of Social Services (DSS)	330 Dozier St., Georgetown, SC 29440	Annie Wade Ph: 843-904-9191	10:00 AM
Georgetown County Health Department (DHEC)	531 Lafayette Circle, Georgetown, SC 29440	Carl Dozier/Sandy Cox Ph: 843-673-6529	11:30 AM
LUNCH BREAK			
Choppee Medical Center	8189 Choppee Rd., Georgetown, SC 29440	Beth Goodale Ph: 843-545-3550 <u>and</u> Barbara Moore Ph: 843-833-3199	2:00 PM



Instructions for Bidders
Bid #16-078
Janitorial Services for Various Georgetown County Facilities

1. **Submission of Questions**

Questions must be submitted in writing via electronic mail, facsimile or postal mail to the Issuing Officer no later than the “Deadline for Questions” cutoff identified in the Bid Timeline on page three (3) in order to generate an official answer. All written questions will receive an official written response from the Georgetown County Purchasing Office (GCPO) and will become addenda to the solicitation.

GCPO reserves the right to reject or deny any requests made by the provider.

Impromptu, unwritten questions are permitted and verbal answers may be provided, but are only intended as general direction and will not represent the official GCPO position. The only official position of GCPO is that which is stated in writing and issued in the solicitation as addenda thereto.

No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon. SEND QUESTIONS TO:

Nancy Silver, Senior Buyer
Post Office Box 421270, Georgetown, SC 29442-4200
Fax: (843) 545-3500
Email: nsilver@gtcounty.org

2. Written sealed public bids for a Term Contract to provide Janitorial Services for Various Georgetown County Facilities shall be received in the Purchasing Office, Second Floor, Suite 239, 129 Screven Street, Georgetown, SC until the cut-off time shown in the bid timeline on page three (3) of this document. Bids will then be publicly and promptly opened at the designated time by the Purchasing Officer. Bids that are not in the Purchasing Officer’s possession prior to the stated opening date and time will be considered **NON RESPONSIVE** and returned unopened. An official authorized to bind the offer must sign all proposals submitted.

3. **IMPORTANT OFFEROR NOTES:**

- a) Bid Number & Title must be shown on the OUTSIDE of the delivery package.
- b) Federal Express does NOT guarantee delivery to Georgetown, SC before 4:30 PM Eastern Time on Next Day Service.
- c) UPS WILL guarantee delivery to Georgetown, SC before 10:30 AM Eastern Time on Next Day “Early AM” Service.

4. **Inclement Weather/Closure of County Courthouse**

If the County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.

5. This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no

responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

6. One (1) unbound, reproducible ORIGINAL of your proposal must be submitted in a sealed envelope and clearly marked on the outermost container as follows:

OFFEROR'S NAME
BID ITEM NAME
BID NUMBER

7. No Bidder may submit more than one bid. Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.

8. Definitions:

- a) The terms “Proposer”, “Offeror”, “Vendor” or “Bidder” refer to those parties who are submitting sealed responses for the work set forth in this document to the OWNER, as distinct from a sub-bidder who provides a bid to the Bidder. The term “Contractor” refers to the successful Bidder.
- b) The term “Janitorial Services for Various Georgetown County Facilities” or “Service” refers to the **complete set of services** as specified in this document, in every aspect.
- c) The terms “Owner” and “County” refer to the County of Georgetown, South Carolina.
- d) Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- e) Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

9. Correction or Withdrawal of Bids; Cancellation of Awards

An offeror must submit in writing a request to either correct or withdraw a bid to the Procurement Officer. Each written request must document the fact that the offeror’s mistake is clearly an error that will cause him substantial loss.

- a) Correction of awards : An offeror shall not be permitted to correct a bid mistake after bid opening that would cause such offeror to have the low bid unless the mistake in the judgment of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or errors in addition.
- b) Cancellation of awards prior to performance: When it is determined after an award has been issued but before performance has begun that Georgetown County’s requirements for the goods or services have changed or have not been met, the award or contract may be canceled and either reawarded or a new solicitation issued.

10. Faxed or E-mailed bids will not be accepted by Georgetown County.

11. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the purchasing office as soon as possible.

12. Title VI of the Civil Rights Act of 1964: Georgetown County hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil

Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Georgetown County receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Georgetown County. Any such complaint must be in writing and filed with Georgetown County's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at <http://www.gtcounty.org/about/faqs.html>.

13. Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.
14. Exceptions: The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception(s) to Bid Conditions and Specifications," and shall be attached to the bid. When Proposers find instances where they must take exception with certain requirements or specifications of the bid, all exceptions shall be clearly identified. Written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County of Georgetown, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions. If none, write "NONE".
15. Georgetown County reserves the right to reject any or all bids, and to waive as an informality any irregularities contained in any bid as may be deemed in the best interest of the County. Georgetown County further reserves the right to reject any bid submitted, at its sole option, that the vendor may not be able to meet the service requirements of the bid.
16. Publicity releases: contractor agrees not to refer to award of any resulting contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.
17. Material Safety Data Sheets: The County of Georgetown will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Data Sheet when received.
18. Ownership of Copyright: All right, title and interest in all copyrightable materials which vendor shall create in the performance of its obligations hereunder shall be the property of the procurer. Vendor agrees to assign and hereby does assign any and all interest it has in and to such material to procurer. Vendor agrees, upon the request of procurer to execute all papers and perform all other such acts necessary to assist procurer to obtain and register copyrights on such materials. Where applicable, works of authorship created by the vendor in the performance of its obligations hereunder, shall be considered "works for hire" as defined in the U.S. Copyright Act.
19. Ownership of Documents: Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.

20. Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
21. Inclusion and participation of disadvantaged, small, and local business entities is strongly encouraged, but minimum participation standards are not in effect for this project.
22. All Construction Contracts Over \$2,000:
- a) Davis-Bacon Requirements. These contracts need to include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a—7) and the Department of Labor implementing regulations (29 CFR Part 5). Under this Act, Contractors are required to include the contract provisions in Section 5.5 (a) of 29 CFR Part 5, and to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less often than once a week. **Current Wage Determination for Georgetown County in South Carolina is available on-line at: <http://www.wdol.gov/dba.aspx#14>**
 - b) Contract Work Hours and Safety Standard Act Requirements. The contracts must include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 103 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate not less than one times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer of mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 - c) Copeland “Anti-Kickback” Act Requirements. All construction contracts over \$2,000.00 must include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each Contractor shall be prohibited from inducing, by any means, persons employed in the construction, completion, or repaid of public work to give up any part of their compensation.
23. Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
24. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:

The contractor certifies that the vendor(s) will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

25. Certification of Non-Segregated Facilities

The federally-assisted construction contractor certifies that he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certifications in his files.

26. Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

27. Acknowledgement of Addenda

Each contractor is responsible to verify the number of total addenda issued prior to bid. **Failure to acknowledge all addenda may disqualify the bidder.** All addenda are posted by the County at the website located at www.georgetowncountysc.org, select “Purchasing” and “Current Bids”. It is each proposer’s responsibility to verify that all addenda have been received and acknowledged.

28. This Invitation for Bid covers the estimated requirements to provide Janitorial Services for Various Georgetown County Facilities for Georgetown County, SC. The purpose is to establish a Term Contract with firm pricing and delivery under which the department may place orders as needed. The right is reserved to extend the use of this contract to any County Department.

29. TERMS OF AGREEMENT / RENEWAL

The initial term of any resulting contract shall be for a period of one (1) calendar year, effective from date of contract award. The County reserves the right to negotiate with the successful bidder, after contract award, for an additional discount should available funds permit the purchase of additional units within the fiscal year. The County reserves the right, at its sole option, to renew the contract for four (4) additional consecutive terms, contingent upon satisfactory performance in the prior period, not to exceed a maximum term of five (5) years total.

30. PRICE ESCALATION/DE-ESCALATION:

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease. Should

the County elect to exercise the option to renew the contract for additional year(s), the contract prices for the additional years shall not exceed the percentage increase/decrease of the "Services" category of the CPI-W SECTION OF THE CONSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available. Should the price change be granted and the County elects to renew the contract, the purchase order will reflect the changes.

31. Bids must be made on Proposal or Bid Form furnished or will be rejected. Proposals shall be typewritten or written in ink on the form prepared by the County. The person signing the bid shall initial all corrections or erasures.

32. Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

- \$1,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

d. Owners' & Contractors' Protective Liability

Policy will be in name of County. Minimum limits required are \$1,000,000.

e. Professional Liability

Minimum limits are \$1,000,000 per occurrence.

f. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).

2. The County of Georgetown, its officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.

33. Workman's Compensation Coverage

Georgetown County, SC will require each contractor and service provider to maintain on file with the purchasing officer, a current Certificate of Insurance showing limits as required by the Workers' Compensation Act of SC: Employers Liability, \$1,000,000.

The law also recognizes "statutory employees." These are employees who work for a subcontractor who may be working for a business or another contractor. Employers should inquire whether or not a subcontractor working for them has workers' compensation insurance, regardless of the number of employees employed by the subcontractor. If the subcontractor does not, the subcontractor's injured employees would be covered under the employer's workers' compensation insurance. If the subcontractor does not carry workers' compensation insurance, then the owner or the principal contractor would be liable just as if the subcontractor's employee was one of their employees.

For answers to additional questions, visit the SC Worker's Compensation Commission website, at:

<http://www.wcc.sc.gov/Pages/FrequentlyAskedQuestions.aspx#emp1>

34. Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits,

actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

35. Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

36. Workmanship and Inspection

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

37. Invoicing and Payment

The firm shall submit invoices on a frequency to be determined, as agreed upon by the County, for each payment requested. Such invoice shall also include a detailed breakdown of all charges. All such invoices will be paid within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

County of Georgetown
Accounts Payable
P.O. Box 421270
Georgetown, SC 29442-1270

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

38. South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays the appropriate SC sales tax on all applicable purchases. Effective May 01, 2015, the sales tax rate increased from 6% to 7% which includes a VAT for Georgetown County.

39. Assignment of Contract

This contract may not be assigned in whole or part without the written consent of the Purchasing Officer.

40. Termination

Subject to the provisions below, the contract may be terminated by the County upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Non-Appropriation:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

41. Default

In case of default by the contractor, for any reason whatsoever, the County may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law

42. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

43. Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A.

44. Claims and Disputes:

All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

45. Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

46. Award of Bid

In determining the lowest responsive and responsible bidder, in addition to price, there shall be considered the following:

- (a) The ability, capacity and skill of the bidder to perform the contract.
- (b) Whether the bidder can perform the contract within the time specified, without delay of interference.
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (d) The quality of performance on previous contracts.
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- (f) The sufficiency of the financial resources to perform the contract to provide the service.
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (h) The ability of the bidder to provide future maintenance and service.
- (i) The discount terms and conditions of the bid.
- (j) Delivery time.

47. Notice of Award

A *Notice of Intent to Award* will be mailed to all respondents.

48. Protest

Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. The failure to be awarded a bid shall not be valid grounds for protest.

49. Debarment

By submitting a bid, the offeror certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency. A copy of the County's debarment procedure in accordance with Section 2-68 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy is available upon request.

50. Firm Pricing for County Acceptance

Bid price must be firm for County acceptance for 90 days from bid opening date. "Discount from list," bids are not acceptable unless specifically requested.

51. Quotations to be F.O.B.: Destination

Quote F.O.B.: Destination for this competitive sealed bid. As an alternate, show exact cost for delivery.

52. Unit Prices and Extension

Bid unit price on quantity specified -- extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

53. Use of Brand Names (If Appropriate)

Unless otherwise stated in an Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive - NOT restrictive - it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference or specifications, bid must show manufacturer, brand or trade name, catalog number, etc. of article offered. If other than brand(s) specified is offered, illustrations and complete description must be submitted with bid. Samples may be required. If bidder makes no other bid and takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. Bidders must certify that item(s) bid upon meet and/or exceed specifications.

54. Delivery After Receipt of Order (ARO)

Bid must show the number of days required to place material in using agency's receiving room under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promised may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. Delivery shall be made during normal working hours only, 9 to 5, unless prior approval has been obtained from the County.

55. Permits

The successful Offeror must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License. For additional information, please review the "Forms and Fees" section of the Building and Planning web page at the link below:

<http://www.georgetowncountysc.org/building/default.html>

56. Environmental Management:

Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

57. Bid Tabulation Results

Vendors wishing to view the bid tabulation results may visit the Georgetown County, SC web-site at: <http://www.georgetowncountysc.org>. Select "Purchasing", then "Bids Information" and double click the link under the individual bid listing.

58. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/ Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

59. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.

60. Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.

61. Response Clarification

Georgetown County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.

62. Georgetown County, SC has a Local Vendor Preference Option by ordinance:

Sec 2-50. Local Preference Option

1. A vendor shall be deemed a Local Georgetown County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the County on which the bid is submitted, and has paid all taxes duly assessed.
2. This option allows the lowest local Bidder whose bid is within five-percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown

County and has been doing business in the County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown County taxes and fees if so requested.

3. Should the lowest responsible and responsive Georgetown County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown County bidder shall have that right and so on. The right to exercise the right to match the bid shall be exercised within 24 hours of notification of the right to match the non-Georgetown County bidder's bid.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on a form provided by the County purchasing department and shall be signed under penalty of perjury. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by § 2-56, Architect-Engineer and Land Surveying Services – Public Announcement and Selection Process, the county shall include the local business status of a firm among the factors considered when selecting which firms are “most highly qualified.” In determining which firm is the “most qualified” for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.
6. Local preference shall not apply to the following categories of contracts: (a) Goods or services provided under a cooperative purchasing agreement or similar “piggyback” contract; (b) Contracts for professional services except as provided for in section five (§5) above; (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference; (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county council or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.

63. Vendor Checklist

The items indicated below must be returned as a part of the Bid Submission package:

- Resident Certification for Local Preference
- Substitute for Form W-9
- Mandatory Bid Submittal Form
- Mandatory Exceptions Page

The successful proposer will be required to provide a Certificate of Insurance naming Georgetown County, SC as an additional insured. This must be on file prior to any final award.

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RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE

MANDATORY VENDOR SUBMITTAL FORM

WHEREAS, Georgetown County Council desires to further its support of local businesses when awarding contracts for the provision of supplies and construction services to the County through its established procurement procedures.

THEREFOR pursuant to Georgetown County, SC Ordinance #2014-02 as adopted, §2-50 Local Preference Option, the Georgetown County Purchasing Officer requests each offeror provide Residence Certification. The Local Preference Option provides some restrictions on the awarding of governmental contracts; provisions of which are stated below:

Sec 2-50. Local Preference Option

1. A vendor shall be deemed a Local Georgetown County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the County on which the bid is submitted, and has paid all taxes duly assessed.
2. This option allows the lowest local Bidder whose bid is within five-percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown County taxes and fees if so requested.
3. Should the lowest responsible and responsive Georgetown County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown County bidder shall have that right and so on. The right to exercise the right to match the bid shall be exercised within 24 hours of notification of the right to match the non-Georgetown County bidder's bid.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on a form provided by the County purchasing department and shall be signed under penalty of perjury. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.

5. For all contracts for architecture, professional engineering, or other professional services governed by § 2-56, Architect-Engineer and Land Surveying Services – Public Announcement and Selection Process, the county shall include the local business status of a firm among the factors considered when selecting which firms are “most highly qualified.” In determining which firm is the “most qualified” for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts:
 - (a) Goods or services provided under a cooperative purchasing agreement or similar “piggyback” contract;
 - (b) Contracts for professional services except as provided for in section five (§5) above;
 - (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
 - (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or
 - (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county council or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

I certify that [Company Name] _____ is a

Resident Bidder of Georgetown County as defined in Ordinance #2014-02, and our principal place of business is _____ [City and State].

I certify that [Company Name] _____ is a

Non-Resident Bidder of Georgetown County as defined in Ordinance #2014-02, and our principal place of business is _____ [City and State].

(X) _____

Signature of Company Officer



SUBSTITUTE FOR FORM W-9 MANDATORY BID SUBMISSION FORM

Pursuant to Internal Revenue Service Regulations, you must furnish your Taxpayer Identification Number (TIN) to Georgetown County. If this number is not provided, you may be subject to a 28% withholding on each payment.

INDIVIDUAL OR OWNER'S NAME _____
(Sole Proprietor Must Provide Individual Name along with Business Name)

LEGAL BUSINESS NAME (d/b/a): _____

ADDRESS: (_____
(_____
(_____

9 DIGIT TAXPAYER IDENTIFICATION NUMBER (TIN)
(Individual Must Provide SS#; Sole Proprietorship may provide SS# or EIN#)

Social Security Number _____ - _____ - _____

Employer Identification Number _____ - _____

BUSINESS DESIGNATION

- Individual, Sole Proprietor, or Single-Member LLC C-Corporation
- S-Corporation Partnership
- Trust/Estate Governmental Entity
- Non-Profit Organization/501(a) Other: _____
- Limited Liability Company: C = Corporation S = S Corporation P = Partnership
(Must Circle the appropriate Tax Classification)

Exempt Payee Code (if any): _____
(Exemption codes apply only to certain entities, not individuals; IRS W-9 instructions, page 3):

PRINCIPAL BUSINESS ACTIVITY (List Type of Service or Product Provided):

MEDICAL SERVICES PROVIDER ATTORNEY/LEGAL SERVICES PROVIDER

CERTIFICATION Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person; and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. *The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid back-up withholding.*

Signature: _____ Date _____



MANDATORY BID SUBMITTAL FORM

Bid #16-078

Janitorial Services for Various Georgetown County Facilities

The undersigned, on behalf of the vendor, certifies that: (1) this bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud;(3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered (4) they have read the complete Request for Bid and understand and accept all provisions: (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

1. Name of Company submitting bid _____

2. Base Bid Cost:

Base Bid-Cost of Service Per Bid Specifications:		
<u>Facility</u>	<u>Cost</u>	
	Per Day	Per Month
Department of Social Services	\$	\$
Georgetown County Health Department	\$	\$
Choppee Medical Complex		
a) Suite 1-Common Areas	\$	\$
b) Suite 2-St. James-Santee	\$	\$
Subtotal for Choppee Medical Complex	\$	\$
<u>Total for All 3 Facilities</u>	\$	\$
	<u>Per Person/Per Hour</u>	
Hourly Rate for Emergency/Unplanned Circumstances	\$	

3. Add/Alternate #1

Add/Alternate #1		
<u>Facility</u>	<u>Cost-Per Occurrence</u>	
	<u>Carpet Cleaning</u>	<u>Floor Stripping & Waxing</u>
Department of Social Services	\$	\$
Georgetown County Health Department	\$	\$

Choppee Medical Complex		
a) Suite 1-Common Areas	\$	\$
b) Suite 2-St. James-Santee	\$	\$
Subtotal for Choppee Medical Complex	\$	\$
<u>Total for All 3 Facilities</u>	\$	\$

4. Bid cost must remain valid ninety (90) days from bid opening date.
5. Number of days to begin service after Notice of Award: _____
6. Did you attend the Mandatory Pre-Bid Conference and visit all sites? (Selecting “No” and/or failure to make a selection may automatically disqualify the bidder. Vendor must be listed on the Qualified Bidders Sign In Sheet from the Mandatory Pre-Bid Conference in order to be considered.)

Yes No

7. Customer References:

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

Entity Name:	
Contact:	
Title:	
Street:	

City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

8. Contact Address: _____

9. Contact Person _____

10. Telephone Number _____ Fax Number _____

11. E-Mail address _____

12. Remittance Address: _____

13. Accounting Contact _____

14. Telephone Number _____ Fax Number _____

15. E-Mail address _____

16. FEIN or Social Security Number: _____

16. Suspension and Debarment

Federal guidelines require grant recipients to obtain sufficient assurance that vendors are not suspended or debarred from participating in federal programs when contracts exceed \$25,000. By signing below you verify that no party to this agreement is excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment. [See <https://www.epls.gov/> for additional information.]

17. If the bid is accepted, the required Contract must be executed within fifteen (15) days after receipt of written notice of formal award of Contract.

18. Will you honor the submitted prices and terms for purchase by other departments within Georgetown County and/or by other government entities who participate in cooperative purchasing with Georgetown County, South Carolina?

Yes No

19. Acceptance of Invitation for Bid Content: The contents of the successful IFB/RFP are included as if fully reproduced herein. Therefore, the selected contractor must be prepared to be bound by his/her proposal as submitted.

20. RENEWAL OF CONTRACT

The County reserves the right, at its sole option, to renew this contract for up to four (4) additional terms. Pricing for additional terms must be based on the Consumer Price Index (CPI) as published by the United States Bureau of Labor Statistics. Will you honor the CPI for future term pricing?

Yes No

The continuation of the terms, conditions, and provisions of any resulting contract beyond the fiscal year is subject to approval and ratification by the Georgetown County Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

21. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:

The undersigned certifies that the vendor listed below will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

Yes No

22. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor’s submittal to be declared null and void.

23. The lowest or any proposal will not necessarily be accepted and the County reserves the right to award any portion thereof. I/We, the undersigned, hereby confirm that all the above noted documents for Bid/Request for Proposal No. 16-078 were received.

24. MINORITY PARTICIPATION [INFORMATION ONLY]

(a) Is the bidder a South Carolina Certified Minority Business? Yes No

(b) Is the bidder a Minority Business certified by another governmental entity?

Yes No

If so, please list the certifying governmental entity: _____

(c) Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?

Yes No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____%

(d) Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?

Yes No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor?
_____%

(e) If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

25. ILLEGAL IMMIGRATION: Non-Construction (NOV. 2008): (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8,

Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

26. **INFORMATION ONLY:**

Our company accepts VISA government procurement cards.
If yes, list any upcharge for P-Card Payment? _____

Our company does not accept VISA government procurement cards.

27. Printed Name of person binding bid _____

28. Signature (X) _____

29. Date _____

NOTE: THE ENTIRE RFP PACKET NEED NOT BE RETURNED. Thank you.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

EXCEPTIONS PAGE

MANDATORY BID SUBMISSION FORM

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation. If none, write "NONE".