City of Hinesville
115 East M.L. King Jr. Drive
Hinesville

Request for Proposal for Janitorial Services

Mandatory Pre-bid meeting/tour of building December 13, 2021 @ 2: pm

Closing Date: December 23, 2021

Closing Time: 4:00 pm

City of Hinesville (COH) is seeking responders to submit proposals for a contract for the performance of Janitorial Services at 115 East M L King Jr. Dr. Hinesville GA 31313. Janitorial Services are specified in the Request for Proposal Document.

The COH reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

PROPOSAL PROCEDURES

The City has made every effort to include enough information within this RFP for a Janitorial Services company to prepare a responsive proposal. The City encourages proposers to submit a proposal that is comprehensive, clear and concise.

From the date this RFP is issued until a Janitorial Service Institution is selected, all communications relative to this RFP must be through George Smith, unless directed otherwise by Mr. Smith. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as ensuring any additional data is made available to all proposers. Any unauthorized contact may disqualify the company from further consideration. All questions should be in writing and directed to the Chief Building Inspector George Smith. Contact information for the single point of contact is as follows:

George Smith

City of Hinesville

115 East M.L. King Jr. Drive

Hinesville, GA 31313

(E-mail: gsmith@cityofhinesville.org)

Ph.912-876-4163

TIMETABLE AND SUBMISSION DEADLINE

All proposals must be sealed and arrive at City Hall by 11:00 am EST on December 3rd, 2018 in order to be considered. Proposals may be mailed or hand-delivered. Companies mailing proposals should allow sufficient mail and internal delivery time to ensure timely receipt. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered.

The City requires four printed proposals. This information must be sealed and labeled on the exterior to clearly indicate that they are in response to Janitorial Services. Mailed proposals should be mailed to the City of Hinesville, 115 E. M.L. King Jr. Drive, Hinesville, Georgia 31313 and to the attention of George Smith.

Please note the timetable below for the process of awarding this RFP.

Release RFP & transmittal letter		November 23, 2021
Mandatory Pre-bid Meeting/tour of building	(2:00pm)	December 13, 2021
Proposals Due	(4:00pm)	December 23, 2021
Evaluation Process		December 23-30, 2021
Council Approval of Award Contract		January 6, 2022
Agreement effective date		March 14, 2022

Regardless of cause, a late Proposal will not be accepted and will automatically be disqualified from further consideration. It shall be the janitorial company's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the janitorial company at the expense of the janitorial company or destroyed if requested.

INTRODUCTION

It is the intent of this specification to secure a contract for professional janitorial services, which will provide necessary routine interior cleaning, and specified building maintenance services. Services shall include furnishing all labor, materials, cleaning supplies, equipment, tools, and transportation necessary to perform the work. In addition, employees must refrain from use of any telephones, photocopy machines, fax machines, computers or other equipment in the office.

1) Summary - Scope of Work

Three times a Week General Cleaning: provide cost estimates in exhibit A (p. 9)

Contractor shall furnish a crew of reliable and experienced janitors to perform all night janitorial services to accomplish the following janitorial services biweekly on Tuesday and Friday:

a) Sweep all tile floors and public stairwell
b) Dust mop all tile floors and public stairwell
c) Wet mop all tile floors and public stairwell
d) Wipe down and disinfect public stairwell hand rails
e) Vacuum all carpeted areas
f) Spot clean carpets
g) Clean entrance windows and glass doors
h) Clean Elevator
    - Wipe down and disinfect hand rails
    - Wipe down with polish wood accents
    - Mop & disinfect floors, scrub grout lines and floor gaps
i) Clean all restrooms
    - Clean glass, mirrors & metal trim, countertops and stall doors
    - Replenish towels, tissue, soap and empty trash containers
    - Sweep, mop and remove all debris and stains from floors.
    - Disinfect all surfaces of toilets, urinals, counter-tops, sinks and trash containers.
j) Clean all trash receptacles and replace trash liners
k) Empty all trash receptacles and replace liners (inside and outside of building)
l) Dust all furniture, window sills, blinds, and foyer items
m) Clean, disinfect and polish all drinking fountains
n) Clean, disinfect and polish all kitchen and work area sinks
o) Sweep and Mop Rear exit Stairwell

Quarterly cleaning: provide cost estimates in exhibit A (p. 9)

Contractor shall furnish a crew of reliable and experienced janitors to accomplish the following janitorial services once every 4 months:

a) buff hardwood floors of the Hinesville Room, City Manager's and Mayor's Offices.

2) REQUIREMENTS OF THE CONTRACTOR

a) Maintain an inventory of all cleaning chemicals and equipment required to perform tasks involved.

b) All employees working in City facilities must wear uniforms or other identifying clothing at all times.

c) Employees must conduct themselves in a professional manner at all times.

d) Establish a primary and secondary contact person whom would be available for any custodial emergencies.

e) Contractor's employees may not bring children or other non-employees of Contractor to facilities while performing services.

f) COH will require certification from Contractor that they have in their possession E-verify documentation, background checks and bonding on all employees.

g) Verify criminal background checks.

3) CONDUCT OF WORK:

a) Each contractor shall submit, with their proposal, the number of persons and the estimated number of hours to complete the cleaning for the facility. Failure to provide documentation may result in disqualification of proposal.

b) Any work that is unsatisfactory to the City's representative will be called to the attention of the contractor and the contractor will be required to properly service the area in question and take steps to improve the overall results in the future. Failure by the contractor to comply with such requests will result either in the corrective work being done by others with the cost charged to the contractor, or by deductions being imposed. If the contractor fails to rectify the unsatisfactory conditions, the contract may be subject to termination.

c) The successful contractor shall conduct cleaning in such a manner that there will be no interruption in, or interference with the proper execution of City business.

d) Failure to provide services in accordance with the specifications may result in nonpayment of services by adjustment of monthly fee. Failure to provide services of this contract may be cause for termination of the contract.

4) PROTECTION AND DAMAGES

a) Facilities damaged by vandalism, which are linked to any unsecured entryways due to negligence of the contractor will be repaired or replaced at the contractor's expense.

b) The successful contractor shall without additional expense to the City, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work, and shall be responsible for the proper care and protection of the work performed. Breakage or loss of office equipment or other property, including that of a City employee, shall be repaired or replaced at the contractor's expense.

c) The successful contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations. i.e. (O.S.H.A.).

d) The successful contractor shall supply one (1) binder with copies of MSDS information on all chemicals and products used in execution of janitorial services for the City.

5) QUALITY CONTROL VERIFICATION

A City representative shall contact the assigned supervisor about problems as they arise. The successful contractor shall provide an experienced supervisor to meet once a month or more frequently, if needed, with the Chief Building Inspector to determine service quality and correct any on-going problems. In addition, the contractor shall have in place a system to address issues as they arise.

6) CLIENT REFERENCES

a) Submittals should provide the names and contact information of previous and/or current clients whom the City may contact for a performance appraisal of the company's services.

b) The most effective references will come from entities, comparable in size to COH, for which your company has provided services very similar to those the City is requesting.

7) FINANCIAL STATEMENT

Please provide a copy of your company's most recent financial statement.

8) COMPENSATION:

Proposals must complete Exhibit A and include in the cost of providing the services as outlined in the scope of work. Also, indicate any anticipated increases to be made during the life of the contract.

11) ADDITIONAL INFORMATION

Proposals may include any other information about your company that you believe would be relevant to the City's selection. You may use your own format for this information. Please head it "ADDITIONAL INFORMATION".

15) CRITERIA FOR EVALUATION

All proposals will be evaluated according to, but not necessarily limited to, the following:

a) Your firm's indicated ability to provide a level of service sufficient to meet the needs of COH.

b) The proposal itself as an example of your firm's work product.

c) Proposals/experience of key personnel to be assigned to the project.

d) Adherence to RFP requirements, including: completion of all required forms; provision of all requested information; adequacy of responses, and return of the RFP by the stated deadline.

16) INDEMNIFICATION

a) The City shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of, resulting from the performance of the products or from the services, of which, the City is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the vendor, or any subcontractor or any of their agents or employees, or arises from any job-related injury.

b) The vendor agrees to indemnify the City and pay the cost of the City's legal defenses, including the fees of attorneys as may be selected by the City, for all claims described in the hold harmless clause herein. Such payment on behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

c) It is agreed by the parties hereto that specific consideration has been received by the Vendor under this agreement for this hold harmless/indemnification provision.

17) Security & Immigration Compliance

On 1 July 2007, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. **No proposals will be considered unless a signed E-Verify Affidavit is enclosed with the submittal package.**

Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at http://www.dol.state.ga.us/spotlight/employment/rules. You may go to http://www.uscis.gov to find the E-Verify information.

Systematic Alien Verification for Entitlements (SAVE) Program: O.C.G.A. 50-36-1 required Georgia cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program.** SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful proposer will be required to provide the Affidavit Verifying Status for COH Benefit Application prior to receiving any City contract. The affidavit is included as part of this RFP package but is only required of the successful proposer.

18) INSURANCE REQUIREMENTS

a) Vendor providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the City, until final acceptance by the City of all products or services covered by the contract, the following types of insurance. Vendor must have as a minimum, the following insurance limits:

a) Worker's Compensation and Employer's Liability Insurance, statutory limits,

b) Comprehensive General Liability Insurance, a total of $1,000,000 for each occurrence,

c) $3,000,000 in aggregate,

d) $1,000,000 Commercial Umbrella Policy.

b) **THE VENDOR SHALL PROVIDE CERTIFICATE OF INSURANCE TO THE CITY DEMONSTRATING THAT THE AFOREMENTIONED INSURANCE REQUIREMENTS HAVE BEEN MET PRIOR TO THE COMMENCEMENT OF WORK UNDER THIS CONTRACT.** The General Liability and Auto Liability certificates of insurance shall indicate that the policies have been indorsed to cover the COH Board of Commissioners as an Additional insured and must reference specific project by name and that these policies may not be canceled or modified without thirty (30) days prior written notice to the City.

c) The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract. Sub-Vendor's insurance shall be the responsibility of the vendor.

d) Vendor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Vendor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required insurance shall be procured and maintained by Vendor at Vendor's expense. No Vendor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with.

EXHIBIT A ITEMIZED COST OF SERVICES

City of Hinesville Scope of work cost proposal
Please provide an itemized cost for performing the following services

Description of Item	Frequency	Cost per week
Sweep all tile floors and public stairwell	3 x week	
Dust mop all tile floors and public stairwell	3 x week	
Wet mop all tile floors and public stairwell	3 x week	
Wipe down and disinfect public stairwell hand rails	3 x week	
Vacuum all carpeted areas	3 x week	
Spot clean carpets	3 x week	
Clean entrances windows and glass doors	3 x week	
Clean Restrooms	3 x week	
Clean Elevator	3 x week	
Empty all trash receptacles and replace liners	3 x week	
clean all trash receptacles	3 x week	
Dust all furniture, window sills, blinds, and foyer items	3 x week	
Clean, disinfect and polish all drinking fountains	3 x week	
Clean, disinfect and polish all kitchen and work area sinks	3 x week	

Description of Item	Frequency	Cost per year
buff hardwood floors of the Hinesville Room, City Manager and Mayor's office.	1 every 4 months	