



**RFP FOR CLEANING SERVICES
SPECIFICATIONS FOR THE GREENWOOD COUNTY LIBRARY
AND THE NINETY SIX BRANCH LIBRARY**

Introduction

The Greenwood County Library will accept sealed Request for Proposals for cleaning services for two of its buildings: the Greenwood County Library at 600 South Main Street, Greenwood, SC. and the Ninety Six Branch Library, 100 Cambridge Street South, Ninety Six, SC. The bid must be submitted no later than 2 p.m. on Friday, March 29, 2019, directly to the Greenwood County Library at the following address:

Greenwood County Library
Attn: Request for Proposal for Cleaning Services
600 South Main Street
Greenwood, SC 29646

Proposals must be submitted in a sealed opaque envelope/container showing the bid title and closing date. The Greenwood County Library will not be responsible for unidentified submittal packages.

At that time, each proposal will be opened and the bidder's name read aloud along with pricing. No other information will be announced at that time. The Library reserves the right to accept or reject any and all bids.

LATE PACKAGES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Sealed bids may be mailed or hand-delivered.

Companies mailing their bids must allow a sufficient mail delivery period to ensure receipt. The Greenwood County Library is not responsible for submittals delayed by mail or delivery services of any nature.

General Instructions for Proposal

a) Proposal Content – Submittals must be made in the official name of the company or individual under which the business is conducted (showing official business address). A completed proposal must contain the following:

- Proposal Form and Signature Page – the proposal form and signature page must be completed and signed in ink by an individual duly authorized to legally bind the person, partnership, company, or corporation submitting the RFP. All proposals submitted without such proposal form and signature page may be deemed nonresponsive. One (1) clearly identified paper original and two (2) copies of your submittal are required.
- Licenses and Permits - The successful bidder shall have and maintain any/all necessary licenses, permits, etc. necessary to conduct business in Greenwood County, South Carolina.
- Insurance Requirements – The successful bidder, at their expense, shall furnish the Greenwood County Library insurance certificate showing appropriate certificate holder as identified by the Greenwood County Library. Minimum coverage shall be as follows:

Workers' Compensation Insurance – The vendor shall have and maintain, during the life of this agreement, Workers' Compensation Insurance for his employees connected to the work, in accordance with the Statutes of the State of South Carolina and any applicable laws.

a. Statutory Limits, Employers Liability - \$100,000 minimum

Automobile Liability/General Liability Insurance – The vendor shall have and maintain, during the life of this agreement, Automobile Liability/General Liability Insurance at a minimum of the following:

a. General Liability - \$1,000,000 minimum

b. Auto Liability - \$1,000,000 minimum combined single limit including Hire & Non-Owned Autos

The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina.

The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the vendor's liability.

- References – Proposals will include a list of three (3) references including name, address, phone number, and contact person. It is preferred that references are those of South Carolina contacts. The Library reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) Proposal Period – Proposal prices are to be firm for at least thirty (30) days.

c) Proposal Award – The award will be made in accordance with the Greenwood County Library System's Procurement Policy and Procedures Policy.

d) Term and Renewal – The term of the contract will be for a two (2) year contract (07/02/2019 – 06/30/2021) unless terminated earlier. The Contract may be terminated by either party with a thirty (30) day written notice.

(e) Basis of Payment – Payment will be made to the contractor within thirty (30) days upon receiving the contractor's monthly invoice and after approval by the Library Director. The invoice shall state the date(s) the service was performed and the amount for each building. Special services provided will be billed via a separate invoice, and described by the service provided, the location, and the date it was provided.

(f) Other Conditions – The successful bidder will provide all chemicals, equipment, labor, and supervision. The Library will provide all restroom paper products, hand soap, and trashcan liners.

(g) Questions – Questions regarding this RFP may be directed to Prudence A. Taylor, Greenwood County Library, 600 South Main Street, Greenwood, SC 29646. Tel: 864-941-4650. Email: ptaylor@greenwoodcountylibrary.org.

Specifications

The specifications outline the requirements for cleaning services for two (2) buildings. The name of each building, the address and approximate square footage is outlined to assist you in your quote.

Building list

- Greenwood County Library 600 South Main Street, Greenwood, SC
2 floors – 43,999 square feet
- Ninety Six Branch Library 100 Cambridge Street South, Ninety Six, SC
1 floor – 3,700 square feet

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building, and a cleaning schedule.

Greenwood County Library

Service will be performed after business hours:

Monday – Wednesday, 8 pm

Thursday – Friday, 5:30 pm

NIGHTLY CLEANING SCHEDULE

ENTRANCES – RECEPTION AREA – HALLWAYS – OFFICES CONFERENCE ROOMS – LUNCH ROOMS – COMMON AREAS

- Surface dust horizontal surfaces of desks, credenzas, tables, filing cabinets etc.
- Spot clean horizontal surfaces for removal of spillage, marks, and rings.
- Empty all trash and remove to a collection point. Replace liners as necessary.
- Vacuum all high traffic carpeted areas (main library patron areas).
- Clean glass on stairway.
- Check interior office/partition glass.
- Clean fingerprints and smudges from entrance glass and entry doors.
- Spot clean fingerprints and smudges from partition glass.
- Sweep and spot mop all hard surface floors.
- Vacuum all carpeted area walkways.
- Report all maintenance issues in Log Book.

RESTROOMS

- Empty trash receptacles and wash, if necessary.
- Empty sanitary napkin receptacle and spray with a disinfectant.
- Disinfect door handles, partition handles, and light switches.
- Clean all dispensers, mirrors, and fixtures.
- Clean and disinfect sinks, toilets, toilet seats and urinals.
- Spot clean walls and partitions to remove smudges and marks.

- Restock all paper products and hand soap.
- Sweep and mop floor with disinfectant.

WEEKLY CLEANING SCHEDULE

- Thoroughly dust all horizontal surfaces of office furniture, including desks, computer monitors, tables, file cabinets, windowsills, and wall hangings.
- Wipe clean all telephone receivers and dust the bases.
- Vacuum all carpeted areas wall to wall.
- Thoroughly mop all hard surface floors.
- Clean microwave oven inside and out.

RESTROOMS

- Clean and sanitize the outside of trash receptacles and dispensers.
- Polish all dispensers, mirrors, and bright work.
- High dust tops of doors, partitions, mirrors, and air vents.
- Clean and sanitize around toilets and urinals.
- Clean and sanitize restroom partitions and walls around toilets and urinals.

MONTHLY CLEANING SCHEDULE

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc.
- High dusting of air vents, tops of doors, door frames, ceiling corners, and edges etc.
- Dust all baseboards & window blinds
- Vacuum upholstered furniture to remove dust and lint.
- Clean spots/smudges from walls.

Ninety Six Branch Library

Service will be performed after business hours: Monday – Friday, 5:30 pm

Weekly Cleaning Schedule

Office/Common Areas

- Empty all trash receptacles and remove to a collection point. Replace liners as necessary.
- Thoroughly vacuum all carpeted areas and mats (wall to wall with edger).
- Thoroughly dust all CLEARED horizontal surfaces of desks, tables, chairs, file cabinets, windowsills, and wall hangings, etc.
- Spot clean doors and door frames to remove fingerprints and smudges.
- Wipe clean all telephone receivers with disinfectant and dust the bases.
- Scrub clean sink.
- Clean and disinfect all counters, cabinet fronts, and back splashes.
- Clean inside and outside of microwave.
- Disinfect door handles and light switches.

Restrooms

- Remove all trash to collection point and replace liners as needed.
- Clean and disinfect sinks, toilets, and toilet seats.
- Disinfect door handles and light switches.
- Clean all dispensers, mirrors, and fixtures.
- Mop floors with disinfectant.
- Stock all towels, tissue, liners, seat covers, hand soap, etc.
- Clean and sanitize the outside of trash receptacles, sanitary container, and dispensers.
- High dust tops of doors, mirrors, and air vents.

Monthly Cleaning Schedule

Office/Common Areas

- Damp wipe trash receptacles with disinfectant.
- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc.
- Dust all light fixtures.
- High dusting of air vents, tops of doors, door frames, ceiling corners, and edges, etc.
- Wipe clean all baseboards.
- Vacuum upholstered furniture to remove dust and lint.

Proposal Form Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Greenwood County Library buildings:

Greenwood County Library \$ _____

Ninety Six Branch Library \$ _____

Signature Page Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

FAX _____

Email _____

Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of South Carolina. The Library reserves the right to contact references other than and/or in addition to those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____