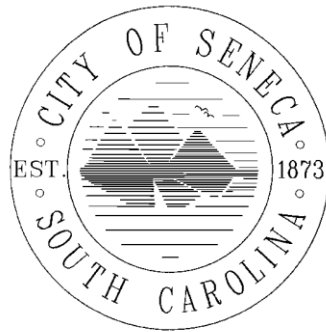


City of Seneca
Planning & Development



REQUEST FOR PROPOSALS
JANITORIAL SERVICES
RFP T2024-002

THIS IS NOT AN ORDER

PROJECT REQUEST NUMBER: RFP T2024-002

DATE OF INVITATION: **FEBRUARY 5, 2024**

PROPOSALS WILL BE RECEIVED AT:

City of Seneca Municipal Building

221 E. North First Street

P.O. Box 4773

Seneca, South Carolina 29679

UNTIL 2:00 P.M. LOCAL TIME ON MONDAY, MARCH 4, 2024

Project Name: Janitorial Services
Project Location: 320 Shiloh Road – Bus Maintenance Facility
City/County/State: Seneca / Oconee / South Carolina 29678
Project Number: RFP T2024-002
Response Deadline: Monday, March 4, 2024 2:00 P.M. EST

INTRODUCTION

The City of Seneca (herein, Owner / City) is requesting proposals/quotations for janitorial services. The objective of this project is to receive janitorial costs associated with routine cleaning of the Bus Maintenance Facility at 320 Shiloh Road.

Proposals/Quotations must be submitted on the form contained herein; proposals/quotations may be submitted electronically. The submitted quotes shall reference Project Number: RFP 2024-002 and be clearly labeled on the face of the envelope/page/email. Quotes must be complete and in U.S. dollars. See instructions and conditions enclosed herein.

The Owner reserves the right to reject any and all proposals/quotations, or any part thereof, negotiate changes in quotes, accept any quotes or any part thereof, waive minor informalities or defects in any quotes, and not to award a contract if it is in its best interest.

The Owner shall not be held responsible for Bidder's lack of understanding of what is required by this solicitation. Should a Bidder not understand any aspect of this request, or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Bidder to seek guidance from the Owner's designated Project Representative. It shall be the responsibility of the Bidder responding electronically to verify Owner's receipt of transmittal.

An Agreement/Contract resulting from this solicitation may be awarded to the responsive Bidder whose quote conforming to this solicitation appears to be the most advantageous to the Owner.

This solicitation is not to be construed as a commitment of any kind nor does it commit the City of Seneca to pay for any costs incurred in the submission of an offer, or for any other incurred cost prior to the execution of a valid Agreement/Contract. BIDDER/RESPONDER TERMS AND CONDITIONS: PROSPECTIVE BIDDERS ARE CAUTIONED TO PAY PARTICULAR ATTENTION TO THIS CLAUSE. Bidder/Responder imposed terms and conditions which conflict with the terms and conditions of this Request for Proposals are considered counter offers and, as such, will cause the Owner to consider the proposal non-responsive.

If a Bidder attaches additional terms and conditions as part of the proposal/quotation, such attachments must be accompanied by a disclaimer stating that in the event of conflict between the terms and conditions of this Request for Proposals and the terms and conditions of the Bidder/ Responder; the terms and conditions of this Request for Proposals will prevail.

The City of Seneca reserves the right to reject any or all quotes, waive informalities and minor irregularities, if such action is in its best interest.

Please direct all questions concerning this Request for Proposals to:

Barbara L. Dyar
City of Seneca Planning & Development
250 East North Second Street
P.O. Box 4773, Seneca, SC 29679
Telephone: 864.938.7837
Email: bdyar@seneca.sc.us.

Questions must be submitted in print form prior to **4:00 P.M. E.S.T. THURSDAY, FEBRUARY 22, 2024.** Questions submitted after that date and time will not be due a response.

I. BACKGROUND /SUMMARY/or INTRODUCTION

It is the intent of this specification to secure a contract for professional janitorial services, which will provide all labor and materials necessary to perform routine custodial services at the bus maintenance facility for the City of Seneca, (also herein referenced as "City"). This will include cleaning the 2 Restrooms, 1 Shower, hallway, break room, and office; and emptying trash in all areas twice weekly. Once every 4 weeks, all floors, windows, and outside doors are to be cleaned. This does not include cleaning of the actual maintenance bay where the bus repair and maintenance occurs. That area is excluded from this request. Contractor will use "environmental preferable" products when available. A list of products that the vendor will use shall be available for approval by the City of Seneca. All individuals performing on the project may be subjected to, and if so, must clear a criminal background check.

II. SCOPE OF WORK

1. Scheduling of work. Once contract is awarded, the contractor shall provide the janitorial services on a routine basis according to the schedule, and as described, below.

2. Work Required. Contractor shall furnish a crew of reliable and experienced janitors to perform the following janitorial services:

- a. Empty and clean all wastebaskets and other waste containers in all areas and insert new appropriate plastic liners twice weekly.
- b. Thoroughly clean all urinals, toilets, sinks, and shower with a solution containing a commercial grade, approved disinfectant twice weekly.
- c. Clean all counters and mirrors twice weekly.
- d. Refill all soap, towel, toilet tissue, and paper towel dispensers twice weekly.
- e. Clean by sweeping and/or damp mopping all floors in every area (except maintenance bay) twice weekly.
- f. Clean all windows and outside doors once a month. Dust/wipe top of stalls and windowsills once a month.

3. Supplies and Equipment. The Contractor is responsible for all supplies and equipment necessary to properly perform the above work. These supplies and equipment may consist of, but not limited to, mops, brooms, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, etc. Such supplies may be stored in the janitorial closet located onsite. Such supplies storage shall be strictly limited to that area. The contractor shall be responsible for equipment and supplies stored onsite, and an additional off-site storage.

4. Contractor Employee Requirements

- a. **Supervision of Work** - Contractor shall conduct regular systematic inspection of the work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under the contract. Contractor shall notify the City of Seneca's designated person by phone or email of any special comments on janitorial needs.

b. Primary Contact – Contractor shall designate a person who will be the primary single point of contact for all janitorial service related issues. The City shall be provided with a telephone number for reaching the primary contact in the event of an emergency. When the primary contact is unavailable, the City shall be provided the name and means to contact the backup single point of contact.

III. REFERENCES

Provide a list of at least three (3) references documenting your experience. Each reference should include the company's contact person/individual's name, title and a current telephone number. In addition, please provide:

- a. A listing of all buildings where the company is currently providing janitorial services; and
- b. Information on the experience and/or qualifications of personnel to be assigned to the project.

Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Law.

IV. COST OF WORK

Respondents shall provide a fixed monthly cost for the janitorial services identified in the scope of work.

V. ADDITIONAL INFORMATION

The City of Seneca retains the right to request any additional information pertaining to the company ability, qualifications, procedures, and personnel used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

VI. PAYMENT

Invoices must be fully itemized, and provide sufficient information for approving payment and for auditing purposes. Invoices shall reference contract name and project/account number and shall be mailed to the City of Seneca:

City of Seneca
Planning & Development
P.O. Box 4773
Seneca, SC 29679-4773

The City of Seneca will make payment to the vendor within 30 days of receipt of a correct and complete invoice.

VII. OTHER REQUIREMENTS

1. Insurance:

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000 and automobile liability insurance in the minimum amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City of Seneca, its officers, agents, volunteers and employees as additional insureds.

2. Worker’s Compensation Insurance:

The selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker’s Compensation Insurance. (Worker’s Compensation Insurance cannot be waived for any person who employs others.)

3. Business License:

Virtually every contractor that does business with the City must obtain a City of Seneca business license. The business license requirement applies whether or not the contractor has an office within the City limits. Vendor must apply for a City business license and show proof of application within seven days of being selected as the intended contractor.

4. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

VIII. SCHEDULE (dates are subject to change)

- Public Notice of RFP: February 5, 2024
- End “question period” February 22, 2024
- Deadline for Proposals March 4, 2024
- Issue “Intent to Award” March 11, 2024
- Award of Contract April 1, 2024
- Start of Contract July 1, 2024

Thank you for your interest in working with the City of Seneca for this service. We look forward to receiving your proposal.

DEFINITIONS

“Owner” “City” means City of Seneca (Authorized representative: Planning-Development Department).

“Contract” “Agreement” means a contract for services issued to formalize the accepted Proposal.

“Contractor” means the person(s), firm(s), or corporations(s) selected, by the Owner, to carry out all duties, obligations, work and service described in the Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to the submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities at the Request of Proposals stage, through evaluation process, execution and delivery of the services.

“Responder” “Bidder” “Proponent” means anyone submitting a valid response to this Request for Proposals.

“Proposals/Quotations” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean the solicitation of cost estimates to complete a designated work; including complete set documents, specifications, addenda incorporated therein, and included in the Request for Proposals.

“Services” means and includes the provision by the selected Proponent of all services, work, duties and expectations as further described in the RFP. This will also mean the whole of the work, tools, materials, labor, equipment, travel, and all that is required to be completed and furnished by the Contractor.

“Supply” “Provide” shall mean supply and pay for and provide and pay for the equipment, goods, materials or other items to be provided by the Contractor/Vendor to the Owner under the Contract.

“Shall” “Must” “Will” “Mandatory” means a requirement that is required to be met.

Certification Regarding Debarment & Other Responsibility Matters

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the proposal package.

All recipients and sub recipients including private contractors are required to register with www.sam.gov and provide registration credentials annually.

By submitting a Proposal, the responder/bidder certifies, to the best of his/her knowledge and belief, that:

I. Responder and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.

II. Bidder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(A) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).

(B) Bidder will provide immediate written notice to the Owner if, at any time prior to contract award, Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(C) If the Bidder is unable to certify the representations stated in paragraphs (I), Bidder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Bidders responsibility. Failure of the Bidder to furnish additional information as requested by the Owner may render the Proposal non-responsive.

(D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the City of Seneca Planning and Development, the Owner, may terminate the Contract resulting from this solicitation for default.

Authorized Signature

Date

**EQUAL EMPLOYMENT OPPORTUNITY
CERTIFICATIONS**

Vendor _____

(1) Equal Employment Opportunity

The vendor named above, is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and supplemented in U.S. Department of Labor regulation (41 CFR Part 60).

Certification: I hereby certify, for the vendor named above, that it has complied with the provisions of Executive Order 11246, as amended by Executive Order 11375, and supplemented in U.S. Dept. of Labor Regulation (41 CFR Part 60) and that I am duly authorized by said vendor to make this certification.

(Date of Signature)

(Signature of Representative)

Appendix C

**CERTIFICATION TO FEDERAL GOVERNMENT REQUIRED
CLAUSES (FTA)**

**AFFIRMATION OF THE VENDOR'S AUTHORIZED
REPRESENTATIVE**

Name of Vendor:

Name and Relationship of Authorized Representative:

BY SIGNING BELOW, on behalf of the Vendor, I declare that the Vendor has duly authorized me to make this certification and bind the Vendor's compliance. Thus, the Vendor agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the requirements of these clauses as indicated on the ensuing pages, Federal Government Required Clauses (FTA).

The Vendor affirms the truthfulness of this certification it has made, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. Chapter 53 or any other statute.

In signing this document, I declare that the foregoing certification and any other statements made by me on behalf of the Vendor are true and correct.

Signature: _____ Date:

Name (print) _____

Authorized Representative of Applicant

PROPOSAL SUBMISSION FORM
City of Seneca Project: RFP T2024-002
Janitorial Services – Bus Maintenance Facility

BIDDER'S QUESTIONNAIRE

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Proposal Acceptance Period is _____ Days. (Proposals providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)

Are you acting as a broker or the primary supplier in this transaction?

Primary Supplier Broker

Business Information (Please check all that apply):

My business is Individual

My business is a Partnership

My business is a Non-Profit

My business is a Joint-Venture

My business is a Corporation incorporated under the laws of the State of _____

My business is full-time

My business is part-time

The Bidder shall list any variations from or exceptions to the Terms, Conditions or Specifications of the Solicitation:

Completed by: _____ Title: _____

Signature: _____ Date: _____

PROPOSAL QUOTE FORM

Project: RFP T2024-002

Janitorial Services – Bus Maintenance Facility

The Proposer represents and warrants for the attached proposal that:

- 1. It has sufficiently informed itself in all matters affecting the performance of the work, or the furnishing of the labor, supplies, material, or equipment called for in carrying out the Project.
- 2. Its proposal has been thoroughly checked for errors and omissions and all prices and fees percentages stated are complete and correct statements of its proposal for performing all project work required by the contract documents.
- 3. Its proposal is genuine, not sham or collusive, nor made in the interest of any person not herein named; that it has not induced or solicited any other Proposer to submit a sham proposal or to refrain from proposing; and that it has not in any illegal manner sought to secure for himself any advantage over any other Proposer.
- 4. Its proposal is valid for ninety (90) days following the proposal due date.

TOTAL QUOTE _____ Dollars (\$) _____ .00) monthly.

Amounts are shown both in words and figures. If any discrepancy; the amount shown in words shall govern. The above quote prices includes all labor, materials, and equipment, as required; cleaning, removal, overhead, profit, fees, insurance, etc., to cover the several kinds called for.

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

CONTACT PHONE NUMBER

CONTACT EMAIL

DATE OF QUOTE

City of Seneca Planning & Development reserves the right to reject any or all quotes and to waive any irregularities as deemed necessary.