

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 9, 2014
REQUEST FOR PROPOSAL
RFP # 14-04223-A133
HENRY COUNTY PURCHASING DEPARTMENT

The Henry-Martinsville Social Services solicits firms to submit proposals for “**Janitorial Services.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**Janitorial Services**” RFP #14-04223-A133 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, April 22, 2014, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

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Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for five (5) 1-year fiscal terms from beginning date of July 1, 2014. Prior to renewal dates, vendor and DSS Director may renegotiate the vendor costs with DSS Board approval. If vendor or DSS does not accept the renewal for any reason, new requests for proposals will be sent out in order to obtain another vendor. Therefore, this contract could last until June 30, 2019 Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Tanya Verlik at tanya.verlik@dss.virginia.gov for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

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THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 14-04223-A133 for **Janitorial Service for Henry-Martinsville Social Services.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Janitorial Services for Henry-Martinsville Social Services

20 Progress Drive

Martinsville, VA 24112

SPECIFICATIONS

General Cleaning (daily)

- Cleaning services will be rendered five days per week, Monday through Friday, during regular office hours which end at 5:00 p.m.
- Waste baskets in all offices and cubicles must be emptied daily. New plastic bag should be placed in each basket each day.
- All shredders (1-2 per floor) should be emptied daily and all bagged shredding material placed in the agency dumpster. A fresh bag should be placed in each shredder.
- Insofar as possible, horizontal surfaces of desks, furniture, office equipment, door panels, window sills, pictures, etc. will be dusted using approved dust control methods and materials.
- Trash cans in the kitchen must be emptied each day and a new plastic bag replaced. The tops of the trash cans must be wiped clean with antiseptic cleaning solution.
- The conference room on the second floor, auditorium, kitchen, family waiting area (to include observation room and visitation rooms) and the board room on the first floor must also be attended to and cleaned like the rest of the building.
- All carpeting will be vacuumed daily and spot cleaned as necessary. Carpet should be shampooed and thoroughly cleaned at least once per year.
- Entrances and lobby will be thoroughly cleaned daily. Chairs should be wiped with disinfectant daily. Lobby floors should be scrubbed and disinfected daily.

- Glass entrance doors and break room doors should be cleaned both inside and out daily using window cleaning solution. Reception windows should be cleaned daily as well. Front and side windows should be cleaned as needed.
- All water fountains throughout the agency should be cleaned with disinfectant daily.
- All trash must be removed from the premises to the agency dumpster located outside the building.
- Elevator floor should be vacuumed each day.

Restrooms

- There are 10 restrooms in the agency (six on the first floor and four on the second floor).
- Paper towels, soap, toilet tissue will be replenished daily in all restrooms.
- All restroom floors will be swept and scrubbed each day with disinfectant.
- Urinals and commodes will be thoroughly cleaned daily with disinfectant cleaner. This includes wiping the seats and scrubbing the bowls.
- Wash basins and counters will be cleaned and disinfected daily.
- Restroom stall partitions will be cleaned, disinfected and shined weekly.
- Waste cans and feminine product containers must be emptied daily and washed as needed with disinfectant.
- Air freshener dispensers must be refilled as needed.

Other Cleaning

- Door knobs, hardware, switch plates, etc. should be cleaned with disinfectant solution at least weekly.
- Fingerprints and marks should be cleaned off walls as needed.
- Elevator walls and door (both sides) should be cleaned and shined weekly.
- Stairs at the front and back entrances should be cleaned weekly.
- Banisters should be wiped down with disinfectant solution weekly.

- All trash and debris must be removed from the sidewalk and parking lot. Cigarette receptacles at front and back entrances must be cleaned out and entrance area swept weekly. Fresh sand/kitty litter must be replaced in the cigarette receptacles monthly.
- Janitorial room must be kept clean with ALL water emptied daily from cleaning buckets and mops set aside to dry.
- The building area to be covered consists of two floors with approximately 26,000 square feet of usable space.

Selection Criteria

(The following items will be utilized to select a vendor for this job)

- Did vendor submit updated business license for the City of Martinsville?
- How long has vendor been in business?
- How many employees does your company have?
- Current/previous large companies cleaned?
- How do you screen employees you hire?
- What is the average length of stay of employees?
- Did vendor indicate that they will sign an annual confidentiality statement?
- What is the cost per month for service/specification?

Items that shall be returned by vendor that is included in this RFP:

1. Vendor shall provide a brief history about their company.
2. Vendor shall indicate the number of years in business.
3. Vendor shall provide a copy of an updated Martinsville Business License.
4. Vendor shall indicate how many employees they have (full time and part time).
5. Vendor shall provide a list of no less than three other facilities that they have provided this type of service to within the last five years.
6. Vendor shall describe their process of screening employees before hiring.
7. Vendor shall indicate their total price per month based on the expectations of this RFP.
8. Vendor shall indicate they will sign an annual confidentiality statement.

**Henry-Martinsville Social Services will purchase toilet tissue, paper towels, trash bags, shredder bags and soap for dispensers. Vendor will notify agency designee when running low on supplies for reorder.