



INVITATION FOR BIDS

JANITORIAL SERVICES

IFB 2011-0003

February 2011

Facilities Management Division
12A Gateway Circle
843-342-4581

**TOWN OF HILTON HEAD ISLAND
INVITATION FOR BID
JANITORIAL SERVICES
IFB 2011-0003**

The Town of Hilton Head Island is soliciting sealed bids from qualified contractors for providing janitorial services to Town facilities in accordance with the enclosed scope of services. Copies of this solicitation may be obtained from the Town's website at www.hiltonheadislandsc.gov or from contacting Facilities Management at 843-342-4581.

Sealed bids are due no later than 10:00am on Tuesday March 29, 2011. Bids will be opened at Town Hall at 10:05am the same day. No late bids will be accepted for any reason. No fax bids will be accepted.

A **mandatory** pre-bid conference will be held at 10:00am on March 14, 2011 at Town Hall, One Town Center Court. **The Town will only accept bids from those Contractors in attendance at this meeting.**

A question and response period will be open from March 7, 2011 to March 25, 2011.

Questions must be submitted in written form. All questions and answers will be provided to contractors. No questions will be answered after March 25, 2011.

The award of a contract for these services will be based on the following criteria:

- Cost – adequacy of the proposed work force/equipment required to perform these services (must meet Town's referenced minimum requirements)
- Responsiveness – responsibility of the bidder based on referenced past performance on contracts of similar requirements and scope.

Label bid on the outside of the sealed envelope with the following: **"IFB 2011-0003 JANITORIAL SERVICES"**. Hand carry bid to Town Hall, One Town Center Court, or deliver by traceable means, i.e. Fed Ex: to One Town Center Court, Hilton Head Island, SC 29928. Attention Tom Fultz (BID).

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Any bidder/offeror qualified for the "LOCAL VENDOR PREFERENCE" should fill out a certification statement, obtain proper certification and include it with bid/proposal in order to be considered for this preference. Certification forms are available on the Town's website at www.hiltonheadislandsc.gov or can be obtained by contacting Tom

Fultz at 341-4600. If certification has previously been confirmed, please include a copy of the certified form with the bid/proposal.

Bids must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

BID INSTRUCTIONS:

Bids shall be submitted on the provided bid forms which must be filled out completely. All required Certificates of Insurance must be included with your bid. All Contractors will provide a minimum number of three references for contracts of similar requirements and scope. Please provide name and current phone number of a primary point of contact for each reference. Failure of your bid to comply with these requirements will render it non-responsive. Included in the bid information, is a sample contract format that will be used for the award of these services for reference only.

Scope of Services

The Contractor shall provide timely and professional janitorial services Monday through Friday after 4:30pm in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the Town of Hilton Head Island, Facilities Management Division to assure clean, sanitary and aesthetically pleasing town facilities.

The Contractor shall notify Facilities Management in writing of janitorial or maintenance problems for which the Contractor is not responsible.

Janitorial Services

A. Town Hall

The Contractor shall be responsible for providing the following services every Monday, Wednesday and Friday in Town Hall, which consists of Buildings A, B, C and D:

- Collect and remove all trash from building and replace the trash can liners.
- Empty all outside trashcans and ashtrays.
- Dust all office furniture (desks, file cabinets, counters, shelving, etc.)
- Dust all windowsills, ledges and other flat surfaces.
- Dust all lamps to include lampshades.
- Clean tables and counters in kitchen.
- Clean and sanitize sinks, as well as polish metal fixtures.
- Clean and sanitize all toilets and urinals with disinfectant detergent.
- Sweep and mop all floors using disinfectant detergent.
- Sanitize all doorknobs.
- Clean all glass in doors.
- Spot clean door frames and light switches.
- Vacuum all carpeting – spot clean as needed.
- Spot clean plastic chair mats.
- Polish mirrors.

The Contractor shall be responsible for providing the following services every Friday in Town Hall Buildings A, B, C and D:

- Dust all blinds and window treatments.
- Dust pictures.
- Vacuum upholstered furniture.
- Dust other furniture.
- Clean kick boards and base boards.

The Contractor shall be responsible for providing the following services the first Monday of every month in Town Hall Buildings A, B, C and D:

- Remove all cobwebs.
- Clean all vents for A/C and heat.
- Clean all refrigerators.

B. Wexford

The Contractor shall be responsible for providing the following services every Wednesday and Friday at the Town's leased office space, located at the Wexford Clarendon Building, 1000 William Hilton Parkway, Suite 101:

- Collect and remove all trash from building and replace the trash can liners.
- Empty all outside trashcans and ashtrays.
- Dust all office furniture (desks, file cabinets, counters, shelving, etc.)
- Dust all windowsills, ledges and other flat surfaces.
- Dust all lamps to include lampshades.
- Clean tables and counters in kitchen.
- Clean and sanitize sinks, as well as polish metal fixtures.
- Clean and sanitize all toilets and urinals with disinfectant detergent.
- Sweep and mop all floors using disinfectant detergent.
- Sanitize all doorknobs.
- Clean all glass in doors.
- Spot clean door frames and light switches.
- Vacuum all carpeting – spot clean as needed.
- Spot clean plastic chair mats.
- Polish mirrors.

The Contractor shall be responsible for providing the following services every Wednesday at the leased office space:

- Dust all blinds and window treatments.
- Dust pictures.
- Vacuum upholstered furniture.
- Dust other furniture.
- Clean kick boards and base boards.

The Contractor shall be responsible for providing the following services the first Friday of every month:

- Remove all cobwebs.
- Clean all vents for A/C and heat.
- Clean all refrigerators.

C. Facilities Management / Fire and Rescue Headquarters

The Contractor shall be responsible for providing the following services every Tuesday and Thursday at the Facilities Management Office, located at 12A Gateway Circle, and every Wednesday and Friday at Fire and Rescue Headquarters Office, located at 40 Summit Drive.

- Collect and remove all trash from building and replacing the trash can liners.
- Empty all outside trash cans and ashtrays.
- Dust all office furniture (desks, file cabinets, counters, shelving, etc.)
- Dust all windowsills, ledges and other flat surfaces.
- Dust all lamps to include lamp shades.

- Clean tables and counters in kitchen.
- Clean and sanitize sinks and polish metal fixtures.
- Clean and sanitize all toilets and urinals with disinfectant detergent.
- Sweep and mop all floors using disinfectant detergent.
- Sanitize all door knobs.
- Clean all glass in doors.
- Spot clean door frames and light switches.
- Vacuum all carpeting – spot clean as needed.
- Spot clean plastic chair mats.
- Polish mirrors.
- Dust all blinds and window treatments.
- Dust pictures.
- Vacuum upholstered furniture.
- Dust all other furniture.
- Clean kick boards and base boards.

The Contractor shall be responsible for providing the following services the first Tuesday of every month at the Facilities Management Office and the first Wednesday or Friday at Fire and Rescue Headquarters:

- Remove all cobwebs.
- Clean all vents for A/C and heat.
- Clean all refrigerators.

EQUIPMENT AND SUPPLIES

- A.** The Contractor shall provide all janitorial equipment required to perform the specified work. The Contractor is responsible for his/her equipment. If equipment is left on town property, the town is not responsible for damaged or lost equipment. In addition, supplies such as disinfectant detergent, spot remover and trash can liners shall be supplied by the Contractor. The Contractor, shall, whenever possible, use environmentally preferable supplies. “Environmentally Preferable” means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. Restroom and kitchen supplies (toilet paper, paper towels, hand soap, etc.) will be supplied and restocked by Facilities Management staff.

MINIMUM WORK EXPERIENCE

- A.** A minimum of two (2) years experience providing janitorial services comparable to the scope of services contained in this IFB. Your company will be considered non responsive if you do not provide proof of providing janitorial services for a period of two (2) years (Must currently be in business providing janitorial services). The contractor must include examples of comparable work to include

contact information name, phone number and email address of the company's representative.

PERFORMANCE REQUIREMENTS

- A.** The Contractor shall provide supervision of employees at all times while performing services at all Town facilities.
- B.** The Contractor shall not permit any person under the age of 16 at Town facilities, without written permission from the Town, while performing services.
- C.** The Contractor shall, with prior notification from the Town, make adjustments to its cleaning schedule to accommodate special events, security needs, etc. as determined by the Town.
- D.** All work shall be inspected by the Town for compliance with these specifications. All incomplete or improperly performed work shall be rectified immediately.
- E.** The Town shall withhold payment for work that is deemed incomplete or improperly performed during the previous month. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. Failure on the part of the Contractor to perform all tasks in accordance with the specifications may result in non payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.

INSURANCE/BOND REQUIREMENTS

- A.** The Contractor shall provide copies of certificates of and maintain at all times the following minimum insurance coverage and amounts per incident:

Workers Compensation Insurance	Statutory Amount
Aggregate General Liability Insurance	\$1,000,000.00
Comprehensive Vehicle Liability Insurance	Standard Liability Amount for vehicles in SC
Janitorial Service Bond	\$15,000.00

- B.** Current Town of Hilton Head Island Business License

BID FORM
IFB 2011-0003
JANITORIAL SERVICES
TOWN FACILITIES

We have reviewed the specifications for this contract and can comply with all requirements therein. If selected by the Town of Hilton Head Island; we shall provide the required and specified services from May 1, 2011 until April 30, 2014 for the annual sum of \$_____. This shall be a 3 year contract and can be renewed for an additional 2 year term if both parties agree to the terms and conditions set forth by the original contract.

The following companies may be contacted for references:
(List company, contact name, and telephone number)

Reference 1: _____

Reference 2 : _____

Reference 3: _____

This bid is in effect for 60 days following bid opening.

COMPANY: _____

Owner/Manager: _____

Business License #: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

Witness: _____

Attach Certificate of Insurance and Town of Hilton Head Island Business License to Bid Form

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AGREEMENT

THIS AGREEMENT is made this <<Date>> between <<Company Name>> (hereinafter called "Contractor") and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town has a requirement to <<list service or supply>>;

WHEREAS, the Town and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

NOW, THEREFORE, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>>.
3. The term of this Agreement shall be from the date of execution to <<date>>.
4. The contractor is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Contractor is required to maintain One Million dollars of general liability insurance. The contractor must provide the Town with a Certificate of Workers Compensation and general liability coverage that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.

9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or

2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or

3. possess a valid driver's license or identification card from

another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 12.1 (a) or option 12.1 (b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

- (a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

- (a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; 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 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<< CONTRACTOR'S FULL NAME >>

By: _____

Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____

Gregory D. DeLoach, Esq.,

Its: Assistant Town Manager