DARLINGTON COUNTY
JANITORIAL SERVICES
INVITATION FOR BID (IFB) 01-07-07-2016

I. INTRODUCTION

The County of Darlington, South Carolina is seeking bids from qualified vendors for janitorial services for ten (10) buildings in Darlington County. The contract period will be for one year with the option of four additional one year renewals.

II. SCOPE OF WORK

This specification covers provisions for a complete and efficient janitorial service, to include but not limited to all reasonable and necessary labor, supervision, equipment, licenses, insurance and supplies necessary to keep the contracted areas clean and properly supplied. The cleaning will have to be completed after 5 PM Monday through Friday. The contracted areas include 10 buildings in Darlington County listed below:

- County Courthouse
- Health Department
- Health Annex, Darlington
- Mozingo Office Building
- Grooms Building
- Society Hill Center
- Hartsville DSS
- Historical Museum
- E911 Command Center
- Election and Registration Office

The minimum services requested are as follows:

Weekly Services:

1. Vacuum carpet daily. Remove spots as needed.
2. Sweep and mop floors daily.
3. Dust file tops, table tops, countertops and equipment.
4. Clean front doors/glass.
5. Clean and sanitize bathrooms. Replenish supplies, such as paper towels, as needed.
6. Empty wastebaskets and replace liners.
7. Perform other services necessary to maintain premises in a clean and sanitary condition.

Periodic Services:

1. Wash inside and outside all first windows and all window blinds every six months (except exterior of 2nd story windows at PD).
2. Clean sides and fronts of files, bookcases, storage cabinets, desks every six months.

3. Strip and spray buff wax the floors.
4. Clean carpet at least once per year.
5. Dust baseboards, window ledges (inside only), walls and ceilings; remove marks and smudges from walls every six months.

III. QUALIFICATIONS

A. Evidence that the Contractor is in good standing under the laws of and is licensed to do business in the State of South Carolina.

B. Evidence that the Contractor has been in existence more than five years.

C. Proposers shall submit the name, address, and telephone number of the person with the authority to answer questions or provide clarification concerning the firm's proposal.

D. Describe your approach to this project. The quote should include the types of equipment expected to be used.

E. Vendor and subcontractors shall operate all vehicles in compliance with DOT regulations.

F. Vendor shall be required to provide a master list with each Material Safety Data Sheet (MSDS), which shall be available at all times for each cleaning solution and all chemicals used in Darlington County buildings.

G. Proposers shall submit a list of at least three (3) professional references.

IV. SUBMISSION PROCEDURES REQUIREMENTS

A. Submittals

All sealed submissions must be received by **1:00 P.M. on July 07, 2016** and delivered to Darlington County Procurement Office, 1 Public Square, Room 210, Darlington, S.C. 29532. If the submission is late, the proposal will be rejected. There will be no exceptions. Responders submitting quotes shall be responsible for all cost of preparing such quotes.

Responders to this Request for Quotes shall closely examine the specific requirements noted herein and the attached Terms and Conditions and submit one (1) original and three (3) copies of their quote to the address listed below. To ensure acceptance of the proposal, the Request for Quote number **(RFQ # 01-07-07-2016)** should be clearly shown on the lower left corner of the return envelope. Facsimile transmittals or offers communicated by telephone will not be accepted or considered.

Proposals delivered after the time and date set for receipt of proposals shall not be accepted. It is the proposer's responsibility to ensure timely delivery of their submission. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to proposers and will not be exempted from deadline requirements.

County of Darlington
Procurement Analyst
Attn: Portia E. Davis
1 Public Square, Room 210
Darlington, South Carolina 29532
RFQ # 01-07-07-2016

B. License and Permits

The contractor shall obtain all applicable licenses, and promptly pay all taxes required by the State of South Carolina, and/or Darlington County.

V. INQUIRIES AND ADDENDA

A. Questions

All questions concerning this RFP are to be submitted in writing via fax, electronic mail, or regular mail to Sherman Dibble, Materials Manager, to the address listed below, no later than May 8, 2015. Please refer all questions in writing about this Request for Proposal and project to:

Address listed above
Phone: (843) 398-4100
Fax: (843) 393-8539
E-mail: pdavis@darcosc.net

All inquiries and responses will be distributed to all vendors known to have received the RFP document. The County will not be responsible for or bound by any oral instructions made by any employee(s) of the County in regard to this RFP. Also, contact Sherman Dibble at 843-398-4100 if you would like to arrange a site visit.

B. Addenda

This RFP represents the most definite statement Darlington County will make concerning information upon which proposals are to be based. Any changes to this RFP will be in the form of a written addendum, which will be furnished to all vendors who are listed with the County as having received an RFP document. No addenda will be issued later than five (5) working days prior to the date for receipt for quotes except an addendum which, if necessary, postpones the date for receipt of quotes or cancels

this RFP. Vendors shall acknowledge receipt of all addenda with their quote via fax or email.

VI. GENERAL INFORMATION

A. Proprietary Information

The County of Darlington is a public body and governed by the South Carolina Freedom of Information Act. Documents submitted to the County relating to this Request for Proposals are subject to requirements of the Freedom of Information Act and may be deemed public records. If you cannot agree to this standard, please do not submit your bid or proposal.

B. Errors and Omissions

The Responder will not be allowed to take advantage of any errors or omissions in the Request for Quotes. Where errors or omissions appear in the RFP, the Responder shall promptly notify the County of Darlington in writing of such error or omission it discovers. Any significant error, omission and/or inconsistency in the specifications are to be reported as soon as possible but no later than five (5) days before such time the response is to be submitted.

C. Withdrawal of Quote

An official representative of a Responder may withdraw a Responder's response at any time prior to the quote submission deadline, in writing. Acceptable proof establishing that he/she is the representative of the Responder must be provided.

D. Non-Endorsement

If the County awards contract, the successful Responder shall not issue any news release or other statement relating to the award or servicing of the agreement which state or imply the County of Darlington's endorsement of the successful Responder's services.

E. Right of Refusal

Darlington County, South Carolina (the "Owner") reserves the right to reject any or all bids or to award or refrain from awarding the contract for the work, to request additional information, and to interview, whichever is deemed to be in the Owner's best interests. All submittals shall become the property of the Owner and are subject to the Freedom of Information Act (FOIA) regulations.

F. Term/Option to Extend

The contract term shall be for one year. Darlington County may extend this contract, if it appears to be in the best interest of both parties. Said extension may be less than, but will not exceed more than three (3) additional one-year periods. The vendor will be notified in writing at least 30 days prior to the expiration of the current contract year. Any request for a price increase will be evaluated prior to exercising the option to extend.

VII. PAYMENT & PERFORMANCE BONDS

(Only required for bids greater than $50,000). Performance and Payment Bonds, each in an amount equal to 100% of the contract price shall be required of the successful bidder if contract is awarded. Each Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.

VIII. INSURANCE

The contractor shall not commence work under the associated contract until it has obtained all insurance required, and the County has approved such insurance in writing, nor shall the contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained. All insurance policies shall be maintained for the life of the contract.
THE COUNTY SHALL BE NAMED AS "ADDITIONAL INSURED" FOR ITS INTEREST on all policies of insurance except Worker's Compensation, Automobile Liability, and Professional Errors and Omissions, as regards ongoing operations, products and completed operations, and this shall be noted on the face of the Certificate of Insurance. As a part of the certificate of insurance requirement the contractor shall also include acknowledgement and acceptance of the waiver of subrogation provision granted to the County of Darlington. This acknowledgement and acceptance should be included in the same section of the Certificate of Insurance that evidences the "Additional Insured" provision.

A. Certificates for all such policies of insurance shall be provided by the **Contractor's** insurance agent or broker to the **County** within 10 working days from the date of Notice of Award.

B. **Contractor** will provide **County** a minimum of 30 days advance notice in the event the insurance policies (or an insurance policy) are canceled. Subcontractors approved to perform work on this project are subject to all of the requirements in this Section.

C. **Contractor** agrees to maintain and keep in force during the life of this Agreement, with a company or companies authorized to do business in South

Carolina, the following insurance policies:

Comprehensive General Liability:
$1,000,000 per occurrence - combined single limit / $2,000,000 general aggregate, to include products and completed operations.

Automobile Liability:
$1,000,000 per occurrence - combined single limit (Coverage shall include bodily injury and property damage and cover all vehicles including owned, non-owned and hired)

Statutory Worker's Compensation:
Coverage A - State of SC
Coverage B - Employers liability
$1,000,000 Each Accident
$1,000,000 Disease, Per Employee
$1,000,000 Disease, Policy Limit

Policy shall contain a waiver of subrogation against the County of Darlington, its departments, agencies, boards, employees, and commissions for losses from work performed by or on behalf of the contractor.

No deviation from this coverage will be accepted unless, in the County's sole discretion, it is more advantageous to the County, i.e., $1,000,000 - a $2,000,000 or $5,000,000 limit would be acceptable.

IX. EVALUATION CRITERIA

The proposals will be evaluated on the following:

- Responsiveness to this IFB
- Ability to meet specifications and requirements of this IFB
- Overall experience of Vendor
- Cost
- Ability to be bonded
- References

Please note: Darlington County reserves the right to interview responders to this RFP at its discretion. Darlington County will not be responsible for any costs associated with interviews of responders.

X. ILLEGAL IMMIGRATION REFORM ATCT COMPLIANCE

By submitting an offer, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act , 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Contractor and any subcontractors or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Contractor and any subcontractor or sub-subcontractor. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontractor to comply with the applicable requirements of Title 8, Chapter 14. In the event any contractor, subcontractor and/or sub-subcontractor is found not to be in compliance with the SC Immigration Reform Act [hereinafter "The Act"], the contractor agrees to fully indemnify the County for any loss suffered by the County as a result of such contractor, subcontractor or sub-subcontractor's failure to comply with the Act.

XI. IRAN DIVESTMENT ACT

Pursuant to the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, *et seq.*, the Executive Director of the State Budget and Control Board (SC State Fiscal Accountability Authority, Division of Procurement Services effective July 1, 2015) has published a list of persons determined to engage in investment activities in Iran. The list identifies entities that are ineligible to contract with the State of South Carolina or any political subdivision of the State, including state agencies, public universities, colleges and schools, and local governments. The Iran Divestment Act of 2014.

DARLINGTON COUNTY
JANITORIAL SERVICES
INVITATION FOR BID (IFB) 01-07-07-2016

DARLINGTON COUNTY, SOUTH CAROLINA, a Body Politic and Corporate and a Political Subdivivision of the State of South Carolina	**MAIL OR HAND CARRY TO:** **DARLINGTON COUNTY** **PROCUREMENT ANALYST** **1 PUBLIC SQ. RM 210** **DARLINGTON, SC 29532** **TELEPHONE NO 843-398-4100**	
SEALED BID NO. 01-07-070-2016 **JANITORIAL SERVICES**	**BIDS ARE DUE ON JULY 07, 2016 AT 1:00 PM.**	

LEGAL COMPANY NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO: _____ FAX NO: _____

FEDERAL ID (TAX ID) NO: _____ E-MAIL: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TOTAL INSURANCE COVERAGE PREMIUM AMOUNT: $ _____

TOTAL BID AMOUNT WITH SUPPLIES: _____

TOTAL BID AMOUNT WITHOUT SUPPLIES: _____

Bidder declares their Bid Response is made without any connection with any other individual that may be submitting a Bid Response to this IFB and their Bid Response, in all respects, is fair and in good faith, without collusion or fraud, with another Bidder, representative or agent.