

IREDELL COUNTY JANITORIAL
GENERAL BID REQUIREMENTS

Iredell County will accept sealed proposals from janitorial service providers at the Purchasing Office located at 200 S. Center St., Statesville, North Carolina 28677 for the furnishing of all labor, materials, supplies, equipment, and supervision necessary to provide janitorial/custodial services in various Iredell County buildings, as specified herein.

Proposals must be submitted in accordance with the instructions contained herein and all provisions of these documents must be complied with.

The deadline for submitting proposals submissions is Tuesday, May 30, 2022 at 4:00 PM. Timely delivery of proposals to the Purchasing Office will be the sole responsibility of the contractor and, regardless of reason, proposals received after the deadline will not be considered.

A pre-proposal conference and site visit will be held beginning at 5:30 PM on Tuesday, August 23. All interested parties shall meet at the front entrance of the Iredell County Health Department, 318 Turnersburg Highway, Statesville, NC 28625. Proposals will only be accepted from contractors who have attended and participated in this conference, or a prior conference and site visit, at the same facility during an earlier bid process. The site visit for the Social Services Building will immediately follow the site visit at the Health Department.

This solicitation does not commit Iredell County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the services. Iredell County reserves the right to accept or reject any or all proposals received as a result of this request and to cancel in part, or entirely, this proposal if it is in the best interest of the County to do so.

Each Proposal must be signed by an official authorized to bind the Contractor. **Unsigned Proposals cannot be considered and will be rejected.**

Performance Bond or Deposit Requirements: No bonds will be required for this process. Contractors will be awarded one-year contracts that are annually renewable at the discretion of the County. Acceptable performance will be guaranteed in writing by the awarded contractor and repeated unacceptable performance will result in termination of contract and all awarded Scopes of Work.

Proposal Selection/Evaluation & Award criteria/Assignment of Maximum points:

This is a two-step Request for Proposal process and there will be no public bid opening. All responses to this Request for Proposals will be subject to the same review and assessment process and scored and ranked by an evaluation committee of County staff. Submitted Proposals will be evaluated using a combination of the rating points listed below. Prior experience between Iredell County and any Contractors may be considered in the evaluation process.

To be awarded points, **all** information must be included with Contractor's initial proposal submission. The cumulative total of points will be used to rank proposals for consideration ***but will not be the only factor used*** to determine award of contracts. Contract awards will be made in the best interest of Iredell County, regardless of total points awarded or price. It is in the contractor's best interest to submit any and all supporting information that may maximize awardable points.

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Points will be awarded as follows:

- **Proposal Price** – No points.

PLEASE NOTE THAT Price Proposals must be enclosed in a separate sealed envelope clearly marked **PRICE PROPOSAL- JANITORIAL** or entire proposal shall be rejected. Price proposal will be opened only after all qualifications packages have been evaluated, rated and points awarded, and ranked by the evaluation committee. At that time the highest awarded & ranked contenders will be determined and only then will price proposals be opened and associated with the respective proposers. At this time, price proposals will be evaluated based on value.

- **Qualifications** – Points as noted below

PLEASE NOTE THAT Evidence supporting the following criteria must be placed in a separate, sealed envelope marked **QUALIFICATIONS PACKAGE - JANITORIAL**. Proposal submissions must be arranged in the following order for ease of review and scoring. It is in the contractor's best interest to include enough information, in the order below, to support and present the best, clearest picture of their company, so as to maximize allowable points. Missing, inconclusive or vague, non-supportive, out-of-place, etc., information can result in loss of points and Iredell County shall not be responsible for missing or overlooking any information. Points can be awarded up to the maximum allowed for each category. Points awarded and results of the evaluation committee are final.

Contractor must provide:

- | | | |
|---|--|-----------|
| 1. <u>Evidence of Contractor Experience (operating years)</u> | 10yrs – above | 20 points |
| Must present evidence of number of years operating under the same company name or present support to explain changes. (A statement from the contractor will not satisfy this criteria) | 5 – 9 | 15 |
| | 3 - 4 | 10 |
| 2. <u>Attach detailed list of similar jobs</u> | Must show dates of contracts, entity contracted with, size & number of buildings, contact name, addresses and phone numbers, etc. | 15 points |
| 3. <u>Minimum of 3 signed letters of reference</u> | A minimum of three signed letters from separate active references. Letters must be within the most recent two-year period, on issuing companies' letterhead, identify the subject company, indicate the contractor's performance for the period of active performance under contracts for work of equal size & similar scope as those issued for Iredell County buildings. Letters must be signed and show signatory official's title. (Active references are those that, as an entity, are currently/still operating in the same industry or government activity as when contractor performed service). | 10 points |
| 4. <u>List, or resumes, of Key Personnel</u> | Name, positions, years of experience, etc. Include owners, area and site supervisors. | 5 points |

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5. Security screening, ID Cards, Personnel Training, 20 points
Provide evidence of established and successful program of security screening, ID cards, employee training which must include an established OSHA training module. Include complete outline & details of all programs and attach all related substantiating documentation.

6. Staffing Proposal 20 points
Submit an outline or description of the method you will use to staff buildings, include a list of buildings on which you are submitting proposals that includes the number of staff you will obligate to service each building, with title of each employee (staff, working supervisor, etc.), including structure of area supervision. Outline the methods you will use to ensure unsatisfactory service incidents are minimalized with corrective measures. Outline how you will ensure there are no unsafe language and security barriers present in any County building your company may service.

7. Provide Company Information 5 points
Include information that established company stability and accessibility such as: where company is based, primary contacts, number of employees, list of equipment owned, proof of financial stability (not names/addresses of financial institutions), etc.

8. Possession of or Ability to Obtain Required Insurance/Bonding 5 points
Must provide copy of current certificate of insurance or signed statement from insurance carrier. Must show proof you firm is able to meet and provide bonding requirements.

***NOTE: Point values assigned to each section, or subsection, suggest the maximum points available for that section. Committee evaluators may assign any point value within that range, from 0 to the maximum.

Conditions affecting Work

All Contractors interested in submitting proposals are **required** to attend all scheduled pre-proposal sessions and building visits as noted in this request. All sites listed will be visited as a group during the scheduled sessions. **No contractor will be allowed to visit any site individually or outside of the scheduled sessions.**

The contractor shall be responsible for having taken all steps reasonably necessary to ascertain the nature and location of the Work, and any general and local conditions, which can affect the Work or the cost to perform thereof. Any failure by the successful Contractor to do so will not relieve them from the responsibility to accurately price the contract for successful and satisfactory performance of the Work as per the scope documents without creating additional expense to the County. Failure to have accurately priced contract will not relieve contractor from their duty to perform the complete Scope of Work as per its signed agreement. In the event contractor defaults on any Scope of Work awarded to the contractor due to improper or inadequate pricing the contract may, at the County's sole discretion, be terminated in whole or in part, with no payment due the contractor.

The County assumes no responsibility for any understanding or verbal representations concerning conditions given or made by any of its staff, officers, agents or consultants prior to the submission of Proposals or the execution of any contract related thereto, unless such understandings or

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representations are expressly stated *in writing* in the Contract Documents and signed by the proper signatory authority.

Contractor General Requirement

The successful Contractor shall furnish, and pay all associated costs including sales tax and all other applicable taxes and fees, for all labor, supervision, uniforms, equipment, superintendence, materials, tools, barriers, clean-up, rentals, transportation, and any or all other items necessary to perform the work required for the project as described in the solicitation, scopes of work awarded and general contract documents, and according to professional industry standards.

Insurance Requirements

The successful Contractor, at its own expense, shall keep in force at all times and maintain during the term of any contract resulting from this RFP, the insurance requirements as outlined in Exhibit A of the attachment entitled Insurance Requirements.

The successful Contractor shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the County no later than at the execution of the contract. The County reserves the right to require any additional documentation or information verifying insurance coverage as the County deems necessary. The County may contact the successful Contractor's insurance agent(s) or carrier(s) directly concerning any insurance issues.

Additionally, the successful Contractor shall maintain premises liability coverage on all equipment and materials that they choose to store in County-owned property.

Contractor shall obtain and maintain at all times appropriate fidelity bonding for all employees performing Work under this Agreement. Bonding verification certificates shall be submitted to the Purchasing & Contracts Manager before work commences. Fidelity bonding shall be in the amount of at least \$5,000.00 per employee. Contractor shall have background checks completed on each employee assigned to work in the County's buildings prior to placing any employee in service with the County and will provide Purchase & Contracts Manager evidence this was accomplished. This is particularly important in all areas within the Courthouses, probation offices and Law Enforcement complexes.

Faxed Insurance Certificate(s) and Endorsement(s) will be accepted if the original documents are received within five (5) business days after receipt of the fax transmittals.

Iredell County must be advised immediately of any changes in required coverages.

Independent Contractor / Type of Organization

The Contractor's status is and will continue to be as an independent contractor and neither contractor nor any of its employees shall at any time be deemed an agent or employee of the County for any purpose whatsoever. All employees hired by the contractor shall be paid, benefitted, insured, etc., exclusively by the contractor to perform any Work pursuant to this solicitation and any subsequent contract.

The County will contract with a company who hires and assigns its employees to perform services according to each Scope of Work awarded. The County expects that the company submitting the proposal from which a contract is derived shall be the employer and the County expects that a single, qualified company or entity will be responsible for providing services described within the Scopes of Work awarded. Therefore, any one proposal submitted in response to this RFP that includes more than one business entity will be deemed to be a proposal for a joint venture between

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or among the companies so submitting unless the proposal clearly and unequivocally describes that only one firm proposes to act as Principal (employer) and the other firm's contractual position is clearly defined as employee. The Principal (employer) shall submit all documentation clarifying relationship and certifying that employee is covered by the Principal's insurance and bonding.

Submittals in support of organization status shall be neatly handwritten, typewritten or computer generated. It shall include, but not be limited to, addresses of all firms or persons, which would participate, in the proposed services. The type of organization of the Contractor, whether individual, partnership, or corporation shall be stated. Any affiliations, parent-subsidiary relationships, and corporate identities must be fully disclosed and clearly explained. The companies submitting as a joint venture will be held jointly and severally responsible for the project in its entirety, and will not be permitted to limit their liability, individual or collective, to the County.

Assignment

The successful Contractor shall not assign or sub-contract, in whole or in part, any contract or any of the Scope of Work awarded under a contract resulting from this Request for Proposals. The successful Contractor shall not assign any money due or to become due to him under said contract without the prior written consent of the Owner.

Contractor use of Site and Premises

Successful Contractor shall cooperate with and accommodate related work performed by the County, or any work performed under separate contract by the County's contractor or subcontractor, on site during the contract period. It shall be the successful Contractor's responsibility to coordinate its work on site.

Proposal Documents - Completion, Submission, delivery:

Any additions, deletions, modifications, or changes made to this RFP shall be processed through the County's Purchasing & Contracts Manager. Any deviation from this procedure may result in the disqualification of the proposal or the cancellation of any contract resulting from this RFP.

Requests for interpretation of this RFP and any other questions concerning the RFP shall be made in writing, and addressed to the Purchasing & Contracts Manager by email, david.sifford@co.iredell.nc.us, by mail, PO Box 788, Statesville, North Carolina 28687 or other method allowing for written questions. Questions will be answered by addendum and sent to all registered participants but it shall be the responsibility of the contractor to confirm existence and receipt of all addenda issued by the County.

- A. Price proposals may be submitted and awarded for any one Scope of Work or all Scopes of Work. Regardless, a separate price proposal must be submitted for each Scope of Work. A General Services Contract will be awarded to each successful contractor, under which awarded Scope of Work will be attached. Therefore, no combined or single figure total-work proposal will be accepted. Any bidder who intends to offer a discount percentage for an award of all Scopes must clearly and obviously show that offer in writing. Such offers may be considered, however, any award made for all scopes will be required to post a performance bond of not less than 5% of the combined price proposal of all Scopes of Work prior to award. Recommendations will be made according to total package submitted and based entirely on the best interest of Iredell County as determined by Iredell County.

B. Proposal Packages must be assembled according to the following instructions:

1. Use only the Price Proposal pages provided in your package. Copies of proposal

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sheets are ok but do not mix pages between Scopes of Work.

2. Each proposal package must be divided into two sections as outlined below. Each proposal will be assigned points according to the schedule on pages two and three above, ranging from zero (0) point to the maximum noted for each criteria, depending on the quality of the submission for that criteria. Any vague or missing criteria element will result in reduced points. The Proposal Package must be labeled and assembled as follows:
 - A. **QUALIFICATIONS PACKAGE** - must include all items as required on the points page and in the order listed;
 - B. **PRICE PROPOSAL** – must include one signed proposal for each Scope of Work contractor is interested in performing. Proposals for which only the price page is submitted will be associated with the respective scope of work.
3. No counter offers, contracts or exceptions to the terms and conditions of this bid package or the subsequent contract to be awarded will be accepted. Such offers shall be rejected.
4. This is a two-step, sealed proposal process. Place entire bid package, sections A and B, in a master envelope clearly marked:

ATTN: Purchasing & Contracts Manager
SEALED PROPOSAL – JANITORIAL
Due Date: 4:00PM, August 30, 2022

5. Proposals may be mailed, sent or delivered, but must be received by the Purchasing Office no later than the deadline indicated. For proposals to be mailed or sent by delivery service, your sealed Master Proposal Envelope must be inserted into the Carrier's envelope or box. Proposals delivered in person or by courier must be, at the least, sealed within the Master Proposal Envelope.

Mailed proposals should be addressed to:

ATTN: Purchasing & Contracts Manager
PO Box 788, Statesville, NC 28677

Sent by FedEX, UPS, Courier or hand delivery:

ATTN: Purchasing & Contracts Manager
200 South Center St., Statesville, NC 28677

6. Regardless of delivery method, all proposals must be received in the Purchasing Office prior to the deadline of 4:00PM, August 30, 2022. It is each proposer's responsibility to ensure timely delivery.

IREDELL COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND WILL AWARD IN THE BEST INTEREST OF THE COUNTY. NO CONTRACTUAL OBLIGATION WILL ARISE OUT OF THE BID PROCESS ITSELF.

JANITORIAL SERVICES
Human Services Building - Statesville
Including Health Dept, Daymark and Wellness Clinic
318 Turnersburg Hwy. Statesville, 28625
(Approx. 61,020 sq ft)

Contracted service personnel must have annual OSHA training based on current policies of Health Department and adhere to all OSHA and safety-related policies and procedures. Also must have required immunizations according to current Health Department policies. An up-to-date MSDS manual containing all hazardous substances utilized in provision of duties is to be kept on the cleaning cart for easy access to all personnel.

Only commercial, professional-grade mops and corded vacuums are to be used in County buildings. Push-type floor sweepers or any battery operated equipment, "Swiffer mops", etc., are not acceptable. County-owned equipment, regardless of where stored, is for County employee use only and is not to be used by contracted services personnel.

DAILY:

All tasks to be performed daily, Monday-Friday after 6:00 PM, unless otherwise indicated. These responsibilities pertain to all areas of the Health Center including the Daymark and Wellness Clinic portions of building.

RESTROOMS:

1. Sweep, wet-mop with disinfectant/deodorizing cleaner, and sanitize all restrooms.
2. Special attention must be paid to cleaning and sanitizing sinks, toilets, and urinals. No acid based cleaning products are to be used on porcelain.
3. Clean all urinals, toilet bowls, toilet seats and partition walls near sinks with disinfectant.
4. Fill to capacity each restroom dispenser with toilet paper, paper towels, feminine products, and hand soap.
5. Clean all mirrors with glass cleaner. Clean all stainless steel items with non-caustic cleaner. Use stainless steel cleaner only. Dry to a shine all chrome and stainless steel fixtures. Clean all smudges from bathroom door push plates.
6. Empty all restroom trash containers, place new liners in trashcans and feminine disposal containers, if used.
7. Regularly clean cobwebs and dust from ceilings, no less than once weekly.

CLINICS, EXAM ROOMS AND LABORATORY:

1. Empty non-hazardous trash containers and place new liners daily in all rooms. Remove trash from the building.
2. Dust mop all rooms with tile floors and vacuum carpeted rooms, being sure to clean under exam tables and all other equipment or furniture accessible. Use broom to clean all corners between walls and floors to prevent dirt and debris build-up.
3. Wet-mop all tile floors with disinfectant/deodorizing cleaner.
4. Clean and disinfect all sinks and stainless steel fixtures, and dry to a shine. Clean all mirrors.
5. Clean and disinfect all counters, work surfaces and other flat surface areas.
6. Replenish all paper towels and hand soap dispensers.
7. Clean and disinfect all water fountains with non-caustic cleaner and dry to a shine.
8. Empty all medical waste and biohazard bags as instructed by the Health department personnel.
9. Spot clean carpet as needed.
10. Complete daily cleaning log as instructed by clinic and exam room personnel.

GENERAL: (OFFICES, CONFERENCE ROOMS, HALLWAYS, STAIRWAYS, ETC.)

1. Dust-mop all tile floors.
2. Sweep and mop main entrance quarry tile, inside and outside.

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Human Services Building - Statesville
Including Health Dept, Daymark and Wellness Clinic
318 Turnersburg Hwy. Statesville, 28625

3. Wet-mop all tile floors with a mild cleaner and disinfectant.
4. Vacuum all carpet floors in traffic areas.
5. Empty all trash containers and place new liners as needed.
6. Clean all glass entrance doors, air locks, doors with glass inserts.
7. Spot clean carpet as needed.
8. Clean fingerprints and smudges from elevator walls and door using disinfectant cleaner, vacuum elevator floor, spot cleaning carpet as needed, clean all stainless steel, lift and check all ceiling lift-out panels and clean above area as needed.
9. Dust all furniture, clean counter tops in all waiting areas and offices using appropriate spray cleaners.
10. Pick up all magazines and return to racks or tables.
11. Sweep or blow off all outside entrances.
12. Clean break room table, sink and counter tops.
13. Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.

WEEKLY: (ON FRIDAY OR WEEKENDS)

1. Clean and dust all desks, file cabinets, tables and bookshelves. Note: Clean desks only if they have been cleared to allow you to clean.
2. Vacuum entire carpeted floors thoroughly (move chairs, under desks, and tables, behind doors, and all other areas not done daily).
3. Clean and dust all windowsills.
4. Spray-buff all tile floors.
5. Thoroughly scrub restrooms floors using proper equipment for that type of floor.
6. Vacuum all air vents.
7. Replace trashcan liners.
8. Vacuum all upholstered furniture.
9. Do a complete and thorough cleaning of any areas that need additional attention.
10. Remove any marks on walls, doors, or any other areas visible.

MONTHLY: (LAST FRIDAY OF MONTH OR WEEKEND)

1. Remove cobwebs from walls, ceiling, corners, light fixtures, etc.

ANNUALLY:

FIRST WEEK OF FEBRUARY, MAY, and NOVEMBER:

1. Thoroughly dust and clean all window blinds in place.

DURING MONTH OF AUGUST:

1. Wash all windows, inside and outside, that can be reached safely using an 8-foot step ladder, being careful to use products that will not harm or scratch the solar film.
2. Take down and wash all Venetian blinds, keeping each blind to match the window it came from.
3. Strip and re-wax all tile floors.
4. Machine scrub Quarry tile interior and exterior at entrance

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Human Services Building - Statesville
Including Health Dept, Daymark and Wellness Clinic
318 Turnersburg Hwy. Statesville, 28625

PROPOSAL

We propose to furnish the labor, equipment and supplies complete in accordance with the specifications as outlined in this scope of janitorial services. Any deviation from specifications listed involving extra costs for special events or otherwise will be executed only upon notification from the County.

All work is to be done in a workmanlike manner according to our standard practices as outlined in our regulations of conduct and in accordance with Iredell County requirements.

IN ACCORDANCE TO THE SPECIFICATIONS LISTED WITHIN, WE PROPOSE THE FOLLOWING:

- **Health Department Complex..... \$_____ per Month**

This cost includes floor-buffing maintenance and annual stripping and waxing and top scrubbing of all VCT or hard tile throughout.

- **Do you (or company) have kinship or any personal relationship with any Iredell County Employee or Official having direct or indirect responsibility for awarding or administering this contract? Yes ___ No ___ If yes, clearly state/explain relationship: _____**

(Company Name)	(Telephone)
(Signature of Authorized Rep)	(Printed name of Rep and Title)
(Date of Signature)	

The above quote is inclusive of cleaning supplies, labor and equipment necessary for the completion of the job. **However**, Iredell County will provide paper products, trash liners, soap, urinal blocks, strainers and other employee incidentals. **These supplies are not to be used in the performance of contractor's services.** It is the Custodian/Janitorial service responsibility to ensure adequate supplies are on-hand in buildings at all times and all areas replenished as specified. Contractor will use a Facility Services order form, correctly specify amounts, and fax to Facility Services no later than Tuesdays at 4:00 PM. Deliveries are made on Fridays only.

JANITORIAL SERVICES
SOCIAL SERVICES- EAST SIDE DRIVE
549 EAST SIDE DR., STATESVILLE, 28625
(Approx 55,747 sq. ft. Cleanable)

Only commercial, professional-grade mops and corded vacuums are to be used in County buildings. Push-type floor sweepers or any battery operated equipment, "Swiffer mops", etc., are not acceptable. County-owned equipment, regardless of where stored, is for County employee use only and is not to be used by contracted services personnel.

DSS Building Administration and Intake Offices, File Room, Break room, etc. All services to be accomplished as outlined.

DAILY:

All tasks to be performed daily, Monday-Friday after 5:00 PM, unless otherwise indicated. These responsibilities, including Custodian, pertain to all areas of the Social Services building.

1. Sweep, wet-mop with disinfectant/deodorizing cleaner, and sanitize all restrooms. (11 total)
2. Special attention must be paid to cleaning and sanitizing sinks, toilets, and urinals. Use only non-acid based products on porcelain. Wipe dry all surfaces to avoid spotting.
3. Clean all exposed fittings under all sinks, P-traps, valve handles, and any other chrome parts.
4. Clean partition walls near sinks, urinals, toilets bowls and toilet seats with disinfectant.
5. Fill to capacity each restroom dispenser with toilet paper, paper towels, feminine products, and hand soap. Put a new roll of toilet paper on the dispenser and place stub roll on top.
6. Clean all mirrors with glass cleaner. Dry to a shine all chrome and stainless steel fixtures. Clean smudges from bathroom door push plates.
7. Empty all restroom trash containers, place new liners in trashcans and feminine disposal containers, if used.
8. Use an air freshener or deodorizer in restrooms. (County will provide these)
9. Clean counter tops, sink tops, splash boards, walls and any other area in restrooms that require cleaning.

General: (Offices, conference rooms, hallways, family room, etc)

1. Vacuum all carpet floors in traffic area.
2. Spot clean carpet of any mud, footprints, spills, etc. as needed. Use a non-sudsing cleaner.
3. Clean sink, counter, tables, and drink machine in break room.
4. Vacuum break room floor.
5. Clean all glass entrance doors (inside and outside), air locks, doors with glass inserts and glass windows/panels in reception area, safety glass on second floor elevator landing, etc.
6. Empty all trash containers in the buildings and replace liners as needed. Remove all trash from the buildings and place in dumpster in parking lot. Police and pick up trash and debris from around dumpster.
7. Dust furniture in waiting areas, family room, tables, chairs, coat rack and any other furniture.
8. Vacuum waiting room and receptionist's room.
9. Clean all counter tops.
10. Pick up all magazines and return to tables or racks.
11. Sweep all outside entrance areas, walks, and steps.
12. Clean and disinfect all water fountains with a non-caustic cleaner and dry to a shine.

JANITORIAL SERVICES
SOCIAL SERVICES- EAST SIDE DRIVE
549 EAST SIDE DR., STATESVILLE, 28625

13. Clean all additional sinks (not in restrooms) and replenish paper towels and hand soap dispensers.
14. Elevator: Vacuum floor and door track, clean if needed. Clean walls and doors with disinfectant cleaner. Clean and disinfect phone. Lift out ceiling lift-out panels and look for trash, clean if needed. Clean all stainless steel.
15. Sweep and Mop all steps and landings in stairwells.
16. Clean counter top and dust mop or sweep out file room.
17. Clean all inside and outside doormats.
18. Use air freshener or deodorizer in waiting areas. (County will provide these)
19. Pick up any trash lying around under desks, in corners, around trashcans, in hallways, under tables, or any other place inside building and around entrance.

WEEKLY:

1. Clean and dust all desks, file cabinets, tables and bookshelves, banisters, baseboards, chair rails, and windowsills.
NOTE: Clean desks only if they have been cleared to allow you to clean.
2. Vacuum all carpeted floors thoroughly (move chairs, under desks and tables, behind doors, and all other areas not done daily).
3. Clean all glass bulletin boards.
4. Thoroughly scrub all restroom floors using a brush on ceramic tile and grout.
5. Vacuum all air vents in restrooms and break room.
6. Thoroughly scrub break room floor.
7. Mop clean file room floor.
8. Replace all can liners.
9. Use a broom to sweep out all corners, and carpet close to baseboard to get lint, trash, and dust where it can then be picked up by a vacuum cleaner.
10. Remove any marks on walls, around light switches, doors, or any other areas visible.
11. Spray-buff all tile floors.
12. Clean metal hand rails on stairs with metal cleaner and wood hand rails with soap and water.
13. Generally, do thorough cleaning of any areas that need additional attention.

MONTHLY:

1. Remove cobwebs from walls, ceiling, corners, light fixtures, etc.
2. Thoroughly clean oven in break room.
3. Vacuum fabric upholstered furniture.

QUARTERLY:

During first week of January, April, July and October:

1. Thoroughly dust and clean all window blinds in place.
2. Clean all windows on the inside of building (as are reachable by an 8-foot step ladder).

ANNUALLY:

1. Strip and re-wax all tile floors and machine scrub hard tile. Coordinate with Facility Services Supervisor.

**JANITORIAL SERVICES
SOCIAL SERVICES- EAST SIDE DRIVE
549 EAST SIDE DR., STATESVILLE, 28625**

PROPOSAL

We propose to furnish the labor, equipment and supplies complete in accordance with the specifications as outlined in this scope of janitorial services. Any deviation from specifications listed involving extra costs for special events or otherwise will be executed only upon notification from the county.

All work is to be done in a workmanlike manner according to our standard practices as outlined in our regulations of conduct and in accordance with Iredell County requirements.

IN ACCORDANCE TO THE SPECIFICATIONS LISTED WITHIN, WE PROPOSE THE FOLLOWING:

- **SOCIAL SERVICES BUILDING \$ _____ PER MONTH**

This cost includes floor-buffing maintenance and annual stripping and waxing and top scrubbing of all VCT or hard tile throughout.

- **Do you (or company) have kinship or any personal relationship with any Iredell County Employee or Official having direct or indirect responsibility for awarding or administering this contract? Yes ____ No ____**
- **If yes, clearly state/explain relationship: _____**

(Company Name)

(Telephone)

(Signature of Authorized Rep)

(Owner)
(Printed name of Rep and Title)

(Date of Signature)

The above quote is inclusive of cleaning supplies, labor and equipment necessary for the completion of the job

However, Iredell County will provide paper products, trash liners, soap, urinal blocks, strainers and other employee incidentals. These supplies **are not** to be used in the performance of contractor's services. It is the Custodian/Janitorial service responsibility to ensure adequate supplies are on-hand in buildings at all times and all areas replenished as specified. Contractor will use a Facility Services order form, correctly specify amounts, and fax to Facility Services no later than Tuesdays at 4:00PM. Deliveries are made on Fridays only.