



Appomattox County, Virginia Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522
www.AppomattoxCountyVA.gov
(434) 352-2637

Request For Proposals

Date: April 6, 2015

Project Name/Description: *Appomattox Courthouse Cleaning and Janitorial Services*

Bid Number: 16-001

1. Introduction

Appomattox County is seeking proposals for cleaning and janitorial services at the Appomattox County Courthouse, 297 Court Street, Appomattox, Virginia.

All Offerors submitting proposals shall abide by all applicable State and Federal laws and be licensed to provide the requested services in the Commonwealth of Virginia.

Appomattox County will not discriminate against any bidder due to race, religion, color, gender, national origin, age, disability, or any other basis prohibited by the laws of the Commonwealth of Virginia relating to discrimination in employment.

2. General Information and Contract Timetable

A. The method of procurement is competitive negotiation for goods and non-professional services in accordance with the Virginia Public Procurement Act (VPPA).

B. Appomattox County anticipates the following timetable for contract award.

April 6, 2016	RFP Issued
April 15, 2016	Pre-Proposal Conference @ 10:00 AM
April 29, 2016	Proposals Due by 2:00 PM EDT
Week of May 2nd, 2016	Anticipated Timeframe for Interviews
Week of May 9th, 2016	Anticipated Timeframe for Negotiations
Week of May 16th, 2016	Anticipated Timeframe for Awarding a Contract

- C. Questions concerning either the procurement process or the scope of work should be directed in writing via email to:

John Spencer, Purchasing Agent
Appomattox County, VA
email: john.spencer@appomattoxcountyva.gov

- D. All responses to inquiries will be in writing and will be provided to all Offerors via e-mail.
- E. Offerors are responsible for familiarizing themselves with the conditions and objectives of the proposed scope of work. To assist with this, a **Pre-Proposal Conference** will be held at the Appomattox County Courthouse, 297 Court Street, Appomattox, VA 24522 at **10:00 AM on Friday, April 15, 2016**. There will be a tour of the Courthouse to familiarize interested parties with the areas to be cleaned and knowledgeable staff will be on-hand to answer questions. Contact the Purchasing Agent by email (john.spencer@appomattoxcountyva.gov) to schedule an appointment during any other times.
- F. Successful Offeror shall furnish all supervision, labor, tools, appliances, equipment, supplies, and other accessories necessary to perform the custodial services at the Appomattox County Courthouse in strict compliance with all specifications. (Appomattox County will only supply paper products – toilet tissue and hand towels – for the restroom facilities.)
- G. It is intended that the Successful Offeror shall perform all work under this contract with the Successful Offeror's own forces and shall not sublet any portion of the work. The contract hereby becomes non-assignable.
- H. The length of this contract will be negotiated at the time of contract award.
- I. The Successful Offeror shall submit a Summary Invoice once each month, listing the hours worked and the activities completed for the month prior. Invoices shall be addressed to:

Appomattox County Finance Office
P.O. Box 863
Appomattox, VA 24522

- J. Any changes in scope or instructions will be emailed to known prospective Offerors. Each Offeror is responsible for determining that all addenda issued by the County have been received and shall acknowledge receipt of all addenda in the Proposal. All addenda so issued shall become part of this RFP and any resulting contract documents.

3. Building Information

The chosen Contractor shall provide all supervision, labor, supplies (County will provide paper towels and toilet tissue), equipment, licenses, permits and other necessary items to carry out the custodial work in the Appomattox County Courthouse as detailed below:

First Floor – 17,491 sq. ft. (minus approximately 2,000 sq. ft. of mechanical rooms not in contract), including:

- Front Vestibule
- Main Lobby, including two (2) public restrooms
- Commonwealth’s Attorney’s Office Suite, including one (1) restroom
- Adult Probation Office
- Circuit Courtroom, including Jury Section Room and Attorney/Client Conference Rooms
- Circuit Court Clerk’s Office Suite, including Records Room, Law Library, Jury Room and Circuit Court Judge’s Chamber, Kitchen Area, and two (2) restrooms

Second Floor – 14, 936 sq. ft. (minus approximately 125 sq. ft. of mechanical rooms not in contract), including:

- General District Court Office Suite, including Records Room, General District Judge’s Chamber, Kitchen Area and two (2) restrooms
- General District Courtroom, including Attorney/Client Conference Rooms
- Juvenile & Domestic Relations Courtrooms, including Attorney/Client Conference Rooms
- Juvenile & Domestic Relations Court Office Suite, including Records Room, JDR Judge’s Chamber, Kitchen Area, and two (2) restrooms

Miscellaneous

- Three (3) elevators
- Two Staircases

4. Proposal Requirements

A. The Offeror shall submit a Proposal which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to perform the work services described herein.

B. Written Proposals shall be as concise as possible and include the following:

1. Official Proposal **Cover Page** with:

- Name of firm
- Name and contact information for an authorized representative of the firm. Include mailing address, physical business address, email address, telephone number, fax number and any other pertinent contact information.
- Certification statement confirming that the signer is indeed an authorized representative of the firm.

2. **Acknowledgement of receipt of all addendums to this RFP.**

3. **Comprehensive scope of work** addressing how the work will be completed and by whom, including the number of staff hours needed to complete the tasks required by this contract.

4. Certificate of Insurance

5. **References** -- List a minimum of three (3) former or current customers for which Offeror has performed activities of similar scope to this RFP. Include the following information for each for the purposes of obtaining references:

- Company or Business Name, Address and Phone number
- Representative's Name and email address.

6. **Pricing structure** for each type of service proposed with frequency of work schedule

C. All Proposals shall be in a sealed envelope and clearly marked in the lower left corner: **RFP: Courthouse Custodial Services**. Proposals sent by U.S. Mail or other carriers that require the use of a proprietary mailing envelope shall be in a sealed envelope inside the proprietary mailing envelope. The return address area of the sealed envelope should contain:

1. Legal company name
2. Name of company contact
3. Complete mailing address
4. Contact's email address.

- D. Four (4) copies of the Proposal shall be delivered to the Appomattox County Purchasing Office at the following address:

Appomattox County Purchasing Office
153-A Morton Lane
P.O. Box 863
Appomattox, VA 24522

- E. All proposals must be time-stamped no later than **2:00 p.m., on Friday, April 29, 2016**. Proposals arriving later than 2:00 p.m. will be considered as non-responsive and will not be reviewed. The Offeror has the sole responsibility to have the proposal received by the Appomattox County Purchasing Office at the above address and by the above stated time and date. Appomattox County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or any other means of delivery that may be employed.

5. Scope of Work

The Offeror shall propose a comprehensive schedule of work to include, but is not limited to, the following activities:

Required Daily (Monday-Friday)

- Clean glass doors and windows of all main courthouse entrances
- Clean glass panels of courthouse directory kiosk
- Vacuum/sweep/dust elevators and main atrium stairs
- Clean/sanitize all restrooms, break rooms and water fountains
- Empty all trashcans and dispose of all trash
- Vacuum and clean carpets in main reception areas and corridors of each office suite
- Sweep, dust mop and damp mop all tile floor areas

Required Weekly

- Dust all work surfaces (furniture, file cabinets, copy machines, etc.)
- Dust windowsills and baseboards—damp wipe clean if necessary
- Vacuum carpeted areas of private offices
- Sweep stairwells
- Buff the tile floor area with a high-speed buffer to enhance and preserve the shine of the wax coating

Required Every Three (3) Months

- Dust/vacuum all Venetian blinds

Required Every Six (6) Months

- Shampoo all carpeted areas using hot water extraction with clean water pre-spray. High-traffic areas may need to be shampooed more frequently (every 3 months) if requested by the County

Required Annually

- Strip and wax all tile floor areas
- Clean all windows

6. Proposal Evaluation Criteria

Proposals will be evaluated using the following criteria and scoring factors:

- A. Content of the Comprehensive Scope of Work (15 pts.)
- B. Qualification and Experience of the Firm and Employees (20 pts.)
- C. Reference Checks (20 pts.)
- D. Quality of Proposal and Presentation (10 pts.)
- E. Pricing (35 pts.)

7. Contractor Employee Security Requirements

- A. The Successful Offeror, at its sole expense, will be responsible for performing a criminal history record check of any employee it proposes to assign to perform duties on County property pursuant to this contract. The Offeror must include in their RFP response, the criminal databases against which the criminal history check is run. The Successful Offeror will be required to perform a criminal history record check for any state in which the employee has resided as well as one for the Commonwealth of Virginia. The Offeror shall certify that it complies with the Fair Credit Reporting Act and all other applicable laws.
- B. The Successful Offeror's documentation certifying that criminal background checks were done on employees being assigned to perform duties on County property must be conveyed to:

John Spencer, Purchasing Agent
Appomattox County
P.O. Box 863
Appomattox, VA 24522

- C. Under no circumstances shall the Successful Offeror's employees be allowed to work on County property without the criminal background check being completed in accordance with the requirements listed herein.
- D. The Successful Offeror will provide all employees assigned to carry out the duties of this contract with **photo identification** badges stating the company name and the individual's name and job title. Color photocopies of each badge must be provided to the Purchasing Agent for reference purposes.

8. Supervision of Custodial Personnel

All employees of the Successful Offeror ("Contractor") shall comply with the following requests while working on County property:

- A. Do not park any vehicles in RESERVED spaces
- B. The entry times to the buildings shall be negotiated prior to contract signing. Once in place, the Contractor's employees must not enter before the allotted time
- C. A distinctive uniform or smock must be worn while working in the building. The Contractor's Identification Card must be displayed on the chest area. Pockets are not considered proper display location.
- D. Consideration of those County or Court employees working after hours is expected, therefore unnecessary noise and boisterous conduct will not be tolerated.
- E. County telephones are not for the use by the Contractor's employees.
- F. The Contractor's employees are not permitted to use any machines such as computers, adding machines, dictation machines, or any other materials in the various offices.
- G. The only door that can be used for entrance or exit from the buildings is the main front entrance. Exception will be for the removal of trash from the buildings which can occur through the exterior door in the Circuit Court Clerk's office area.
- H. Do not under any circumstance open an exterior door to permit a person or persons to enter the Courthouse
- I. Contractor's employees will not be allowed to have visitors in the buildings during assigned work hours.
- J. Contractor's employees will not be permitted to loiter and must leave the building once work has been completed.

- K. Articles found on the floors in the office, such as pens, papers, forms, etc. are not to be considered trash and should be placed on the nearest desk.
- L. Eating or drinking will be permitted in designated areas of the buildings only.
- M. Any and all containers that are brought in or taken out of the buildings are subject to search by Court Security Personnel.

9. Employee Supervision

- A. The Successful Offeror shall include in their proposal verifiable qualifications of key people and a back-up plan that ensures proper supervision of employees when unexpected circumstances arise.
- B. All work performed by the Successful Offeror shall be done in a workmanlike manner and satisfactory to the County Administrator or his/her duly authorized representative.
- C. The Successful Offeror shall appoint one of his onsite employees to serve as the Work Crew Supervisor. This person shall carry a cell phone at all times so he/she can be contacted by the County as required. The Work Crew Supervisor shall be responsible to the County Administrator or his/her duly authorized representative for the satisfactory performance of all custodial work under the Contract.

10. County Responsibilities

The County will designate an individual to act as the County's representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County's policies and decisions with respect to the contract.

12. County Right to Accept or Reject Proposals

Appomattox County reserves the right, at any time prior to award of the contract, to reject any and all proposals, to make no award, and/or to issue a new Request for Proposals, or make modifications, corrections, or additions to the information contained herein.

13. General Terms and Conditions

The County's General Terms and Conditions are attached to and made part of this Request for Proposals.