



Invitation for Bids Solicitation

Solicitation Number: 177Cntrct

Solicitation Title: Janitorial Services

Solicitation Description: Janitorial Services for (4) Office Facilities

Procurement Agent: Yvonne Kubacki

Phone Number: (864) 679-0220, extension 3817

Email Address: ykubacki@thriveupstate.org

MANDATORY PRE-BID MEETING & TOUR OF FACILITIES

- There will be a mandatory pre-bid meeting on Thursday, April 5, 2018 at 10:00 AM (EST). The meeting will be held at Thrive Upstate – Annex Building, 1700 Ridge Road, Greenville, SC 29607. **Only vendors/contractors attending the pre-bid meeting and tour will be allowed to submit a bid proposal.**

BID PROPOSAL SUBMISSION CLOSING DATE AND TIME

Submit Offer By (Opening Date/Time): Thursday, May 3, 2018 at 1:00 P.M. (EST). All bids will be opened and read aloud publicly at 1:00 PM (EST) at Thrive Upstate Annex – 1700 Ridge Road, Greenville, SC 29607.

Number of Copies to be Submitted: *One (1) Original and Four (4) Copies (Marked 'Copy')*



Offers must be submitted in a sealed package and marked with the bid number - #177Cntrct. Submit your sealed offer to either of the following addresses:

Mailing Address:

*Thrive Upstate
Attention: Yvonne Kubacki, Purchasing Agent
P.O. Box 17467
Greenville, SC 29606*

Physical Address:

*Thrive Upstate
Annex Building
Attention: Yvonne Kubacki, Purchasing Agent
Room #131
1700 Ridge Road
Greenville, SC 29607*

Thrive Upstate reserves the right to accept or reject any and all bids that are not in the best interest of Thrive Upstate and to waive any informality in the bidding process.



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(Please return this page with your bid proposal.)

Name of Bidder/Vendor: _____
 Authorized Signature: _____
 Title: _____
 Printed Name: _____
 Signature: _____
 Date: _____
 Bidder/Vendor Address: _____

 Bidder/Vendor Phone Number: _____
 Bidder/Vendor Email Address: _____
 Taxpayer Identification Number: _____

<u>FACILITY</u>	<u>MONTHLY COST</u>	<u>YEARLY COST</u>
PATRICK CENTER	\$ _____	\$ _____
ANNEX	\$ _____	\$ _____
9 WINCHESTER	\$ _____	\$ _____
12 WINCHESTER	\$ _____	\$ _____
GRAND TOTAL	\$ _____	\$ _____

In submitting this proposal, it is understood that Thrive Upstate reserves the right to accept or reject any and all bids that are not in the best interest of Thrive Upstate and to waive any informality in the bidding process.



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Facility Locations

1. **Thrive Upstate – W.T. Patrick Center:** 1700 Ridge Road, Greenville, SC 29607. This facility is approximately 29,000 square feet.
2. **Thrive Upstate – Annex Building:** 1700 Ridge Road, Greenville, SC 29607. This facility is approximately 3,500 square feet.
3. **Thrive Upstate - #9 Winchester Court:** 9 Winchester Court, Mauldin, SC 29662. This facility is approximately 2,000 square feet.
4. **Thrive Upstate - #12 Winchester Court:** 12 Winchester Court, Mauldin, SC 29662. This facility is approximately 4,500 square feet.

Thrive Upstate Owner Representatives

Yvonne Kubacki, Purchasing Agent (864) 679-0220, extension 3817

Al Hill, Director of Operations (864) 679-0220, extension 3816 or
(864) 293-1819



Specifications for Janitorial Contract

Daily Requirements

- Empty, clean, and replace can liners in all waste receptacles.
- Dust all tile areas. Spot mop any spillage on tile.
- Vacuum and spot clean carpets.
- Dust and clean all furniture and fixtures in common areas.
- Clean light switches, door handles, panic bars and kick plates.
- Clean and sweep all entry ways.
- Clean glass on entry doors.
- Clean and sanitize drinking fountains.
- Clean and sanitize restrooms. This includes commodes, urinals, floors, partitions, walls, mirrors, baseboards and fixtures.
- Spot clean walls, woodwork, doors, and door casings.
- Service cigarette urns. All cigarette butts and/or trash to be removed daily. Thrive Upstate will fill urns with sand.
- Replenish and install toilet paper, paper towels, and hand soap in all restrooms. Thrive Upstate will supply all toilet paper, paper towels, and hand soap.
- Clean area around outside waste containers.
- Maintain all janitorial closets in a clean and orderly manner. Mops are to be washed out, mop water and trash emptied daily.
- Pick up trash in all parking areas after 5:00 PM each day.



- **Cafeteria:** Scrub cafeteria kitchen and dishwashing room floors. Wet mop dining area daily. Empty trash receptacles and wash the inside and outside of trash receptacles. Wash floor mats and once dry, lay mats back down. Wipe down and sanitize cafeteria tables. No water is to be left in any sink.

Weekly Requirements

- Mop and buff all tile areas.
- Dust window frames, ledges, and blinds.

Monthly Requirements

- Clean A/C heat supply and return grills.

Quarterly Requirements

- July, October, January, and April (Patrick Center and Annex Only)
Strip all block tile areas and apply three or more coats of wax and buff.

Semi-Annually

- July and January. Clean all interior and exterior glass.



Miscellaneous Requirements

- An in-charge person is to be on campus at all times during cleaning hours to ensure all work is completed per specifications. This person will secure the building, making sure all exterior entries are secure. This person will permit only authorized entry during non-operating hours. This person will be responsible for the Patrick Center and Annex buildings.
- Janitorial services will be performed at the Patrick Center and Annex after 5:00 PM each week day. #9 Winchester and #12 Winchester can be cleaned after 4:00 PM each week day.
- The Board of Directors meets the 4th Thursday of each month. The Annex conference room must be cleaned and ready by 4:30 PM on those days.
- Supplies: Thrive Upstate will be responsible for all toilet paper, paper towels, and hand soap. The vendor/contractor will be responsible for furnishing all labor, trash liners, and cleaning supplies necessary to perform janitorial services.
- Must provide proof of coverage of general liability insurance and worker's compensation insurance. Include proof of coverage with bid proposal packet.



Safety/Health Requirements

For All Facilities

It should be emphasized that Thrive Upstate is dedicated to providing services to individuals with disabilities and special needs in Greenville County. Clean and sanitary facilities are an absolute necessity in providing these services.

Vendor/Contractor must show proof of compliance with OSHA standards by submitting their plan for exposure control of blood borne pathogens and hazardous communications. Vendor/Contractor must verify employee training. Vendor/Contractor must maintain their plan on the premises of Thrive Upstate with the Safety Health Officer, Alicia Grubel, (864) 679-0220, extension 3567.

Chemical products used in conjunction with facility cleaning must be accompanied by the manufacturer's safety data sheet and filed with Alicia Grubel. All chemicals must be kept secured at all times.



ILLEGAL IMMIGRATION (NOV. 2008): (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. 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." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, 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. [07-7B097-1]

By signing below, I have read the above clause of the South Carolina Illegal Immigration Act and certify that I will comply.

Signature/Date

Vendor/Company Name

(Please include this form in your bid proposal packet)



There will be a mandatory pre-bid meeting and tour of the facilities on Thursday, April 5, 2018 at 10:00 AM. The meeting will be held at the Annex building, 1700 Ridge Road, Greenville, SC 29607. The purpose of the pre-bid meeting is to familiarize bidders with the building, including restrooms, offices, cafeteria, and common areas. Only vendors/contractors attending the mandatory pre-bid meeting and tour will be allowed to submit a bid proposal.

The contract for janitorial services will start on July 1, 2018 and run through June 30, 2019 with three optional one year extensions.

Bid Packet Proposal Requirements

- Invitation to Bid Form
- Signed Illegal Immigration Form
- Proof of Liability Insurance Coverage
- Proof of Worker's Compensation Coverage
- Safety Hazard Compliance Documentation
- Extra Cleaning Services Form



Extra Cleaning Services for all Facilities

Cost for extra cleaning must be requested by owner representative and have an approved purchase order. This extra cleaning is above and beyond the scope of the specifications and is by owner request only.

Cost per sq. ft. for extra carpet cleaning:

\$_____per sq. ft.

Cost per sq. ft. for extra stripping of block tile and adding 3 or more coats of wax: \$_____per sq. ft.

Cost per hour per person for extra cleaning services to include mopping floors and or trash removal for special events

Cost to clean after special events \$_____per hour per person.

Cost to clean a cloth recliner: \$_____per recliner

Cost to clean a cloth chair: \$_____per chair

Cost to clean a cloth love seat: \$_____per love seat

Cost to clean a cloth sofa: \$_____per sofa

Cost for an additional day person if the need arises at any facility.

\$_____per hour for 2nd day person

Company: _____

Signature: _____