



CITY OF NORTH CHARLESTON

Invitation to Bid

Project Number: **PQ-07-19**
 Date: October 30, 2019
 Procurement Official: Denise Badillo, CPPB, CPPO
 Phone: (843) 740-5899
 E-Mail Address: dbadillo@northcharleston.org

DESCRIPTION: JANITORIAL SERVICES FOR THE NORTH CHARLESTON ATHLETIC CENTER

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY: **November 19, 2019 @ 1:00 P.M.** - (See "Deadline for Submission of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **November 13, 2019 by 5:00 PM** - (See "Questions from Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original** - (See "Submitting Bids" provision)

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO:
 CITY OF NORTH CHARLESTON
 PROCUREMENT DEPARTMENT
 Attention: Denise Badillo, CPPB, CPPO
 PO Box 190016
 2500 City Hall Lane
 North Charleston, SC 29419
 See "Submitting Your Offer" provision

CONFERENCE TYPE: Non-Mandatory Pre-Bid
DATE & TIME: Thursday November 07, 2019 at 9:00 AM

LOCATION: North Charleston Athletic Center,
 5794 Casper Padgett Way, North Charleston, SC
 29405.

As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

AWARD & AMENDMENTS

The award, this solicitation, and any amendments will be posted at the following web address:
<http://www.northcharleston.org/vendor>
It is the responsibility of the offeror to check for amendments.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)

OFFEROR'S TYPE OF ENTITY:
(Check one)

- Small (15 employees of less)
- Women
- Minority
- Other _____

AUTHORIZED SIGNATURE

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

TITLE (Business title of person signing above)

(See "Signing Your Offer" provision.)

PRINTED NAME (Printed name of person signing above)

DATE SIGNED

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Area Code</td> <td style="width: 25%;">Number</td> <td style="width: 20%;">Extension</td> <td style="width: 40%;">Facsimile</td> </tr> </table>	Area Code	Number	Extension	Facsimile
Area Code	Number	Extension	Facsimile		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">E-mail Address</td> </tr> </table>	E-mail Address			
E-mail Address					

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
--	--

<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
--	--

ACKNOWLEDGMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision								

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
------------------------------------	----------------------	----------------------	----------------------	-------------------------

PREFERENCES – Not applicable when using an RFP method of source selection.

INVITATION-TO-BID

PQ-07-19

Sealed bids for the Janitorial Services for The North Charleston Athletic Center be received by the City of North Charleston Procurement Department until 1:00 p.m., Tuesday, November 19, 2019, at North Charleston City Hall Lane, 3rd Floor, Procurement Office, North Charleston, SC 29406 at which time and place all Bids will be publicly opened and read aloud.

There will be a Non-Mandatory Pre-Bid Conference and walk through held at 9:00 a.m., Thursday 07, 2019 at the North Charleston Athletic Center located at 5794 Casper Padgett Way, North Charleston, SC 29406. All interested bidders will sign in for a short meeting before embarking on a short tour of the premises to view the areas covered under the scope of work.

The City reserves the right to reject any and all bids, to waive any technicalities or informalities, and to be the sole judge of the suitability of the firm to provide the required services.

Bid packages may be obtained from the City of North Charleston, Purchasing Department, 2500 City Hall Lane, North Charleston, SC 29406 or by visiting our website at <http://www.northcharleston.org/vendor> and following the links to Current Bids, RFPs & RFQs.

Sincerely yours,



Denise Badillo
Director of Purchasing

**SECTION A: INFORMATION FOR BIDDERS AND GENERAL PROVISIONS
OF THE CONTRACT**

**PLEASE READ ALL BID DOCUMENTS AND INSURE THAT YOUR COMPANY
CURRENTLY HAS, OR IS ABLE TO OBTAIN THE REQUIRED INSURANCE
AND LICENSES PRIOR TO SUBMITTING A BID**

A.1. GENERAL INFORMATION

This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the City of North Charleston, in writing, so as to be received five (5) days prior to the opening date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

A.2. EXPLANATION OF BID DOCUMENT:

This solicitation is a best value bid. Best value bidding is a hybrid form of the invitation for bids which allows factors other than price to be considered in the determination of award for specific goods or services, based on pre-determined criteria identified below. Only the names of participating vendors will be released at bid opening. Discussions may be conducted with apparent responsive bidders to assure understanding of the best value bid and to obtain clarification based on the sole judgment of the City.

A.3. GENERAL REQUIREMENTS:

The City of North Charleston is seeking janitorial labor services and equipment from a qualified commercial cleaning firm for the cleaning and general sanitary maintenance of the North Charleston Intermodal Transportation Center located at the following address:

The North Charleston Athletic Center – 5794 Casper Padgett Way, North Charleston, SC 29406

The City of North Charleston Athletic Center consists of one building. The service areas included are all restrooms, common areas, and office areas. The definition of common area is defined in this solicitation, as an area that staff and/or the general public have access to which includes but not limited to, entry-ways, main lobby, employee entrance, hallways, stairways, restrooms, and break-rooms. Custodial staff will be responsible for emptying trash receptacles and installing new trash liners, cleaning all receptacles when needed, cleaning restrooms to include fixtures, restocking paper products and soaps, sweeping, mopping, vacuuming, cleaning glass doors, windows, wiping tables down, dusting furniture, dusting vents, high dusting around ceilings, and other duties assigned for the common areas. The City shall supply all equipment and supplies necessary to perform any daily duties assigned.

Additional pricing will be requested for work to be performed outside the daily scope of services. For this work, the contractor will be responsible for providing all labor, equipment and supplies

necessary to perform requested work. See Scope of Work for additional services that may be requested.

A.4. AWARD OF BID:

Award of the Bid will be on an all or none basis. Bids will be analyzed, and the award made to the lowest responsible, responsive Bidder whose Bid is determined to be most advantageous to the City based on the below evaluation criteria. The City shall be the sole judge of weights, given these factors. Award of a Bid shall not imply the rejection of any other Bid. The City of North Charleston may reject any or all Bids without cause or explanation, and without incurring obligation to any Bidder.

Evaluation factors and numerical weights to be considered in award will be:

- a. Must have verifiable cleaning experience and personnel trained in performing janitorial services for a municipal gym (including school systems), industrial sector, commercial sector or government sector. (Example: Cleaning Industry Management Standard Certification (CIMS), Green Clean Institute (GCI) Green Seal Certified, or other cleaning certifications)

Vendors able to provide the above documentation are eligible to receive up to 10 Points

- b. Must provide at least three (3) references of clients whom are being provided the same or similar type service and structure. (Include project name, project manager name, and phone number for each reference given) The City of North Charleston reserves the right to contact clients for reference checks.

Vendors providing the above information are eligible to receive up to 30 Points

- c. Cost

The vendor providing the lowest responsible, responsive price will receive 60 Points.

A.5. SUBMISSION OF BIDS:

Please mark your envelope "**BID: PQ-07-19, JANITORIAL AND SANITARY MAINTENANCE FOR THE NORTH CHARLESTON ATHLETIC CENTER**" to be opened **1:00 p.m., Tuesday, November 19, 2019** at the City of North Charleston, 3rd Floor, Rhett Conference Room. Bids will be opened promptly at the time specified. Late bids will not be accepted. The City is not responsible for bids delayed in the mail or other delivery service. It is the bidder's responsibility to ensure that his/her bid is at the designated place prior to the time set for the opening.

- a. Bids sent by regular mail should be addressed to: City of North Charleston, Purchasing Department, P.O. Box 190016, North Charleston, SC 29419-9016.
- b. Bids hand delivered or sent by courier service should be addressed to: City of North Charleston, Purchasing Department, 2500 City Hall Lane, North Charleston, SC 29406.

Unless otherwise specified, the following forms must be submitted:

- Cover Page 1&2
- Bid Form
- Statement of Bidders Qualifications
- Maintenance Contract Reference Sheets
- Non-Resident Tax Payer Registration Affidavit (If Applicable)
- Non-Segregated Facilities Affidavit
- Drug Free Workplace Affidavit
- Illegal Immigration Affidavit

A.6. LICENSES:

- a. The successful Bidder, including any subcontractors, will be required to obtain a Business License from the City of North Charleston prior to beginning work, if said Bidder does not have a current license.

A.7. INSURANCE:

- a. The Contractor shall not commence work under this Contract until he has obtained all the insurance required under this paragraph, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved. The successful Bidder agrees to obtain and keep in force during the term of the contract the coverage described below. Such insurance shall be carried with companies which are satisfactory to the City and licensed to do business in the State of South Carolina. Certificates evidencing such coverage shall be furnished to the City prior to commencing any work under the contract. The certificates must show the Contract Number and give a brief description of the work to be performed. These certificates shall contain a provision that coverage shall not be canceled or permitted to lapse unless at least thirty (30) days prior written notice has been given to the City. The contractor's insurance shall name the City, a municipal corporation, its officers, directors, agents and employees as additional insured.
- b. The minimum insurance coverage which the contractor shall obtain and keep in force is as follows:
 - i Worker's Compensation and Employer's Liability Insurance as required under laws applicable to the work which shall cover all contractor's employees engaged in the work.
 - ii Commercial General Liability Limits:
 - \$1,000,000 combined single limit
 - Coverage is to be written on an occurrence basis and shall include at a minimum:
 - Premises – Site Work
 - Independent contractors
 - Contractual Liability
 - Personal Injury (including employees as insured)

iii Automobile Liability Insurance Limits:

\$1,000,000 Combined Single Limit

Coverage is to be written on an occurrence basis and shall include:

All owned vehicles

Hired and/or leased vehicles

A.8. ABILITY AND EXPERIENCE OF BIDDER:

It is the purpose of the Owner not to award a contract to any Bidder who does not furnish satisfactory evidence that he has the experience of successfully performing services of this type and magnitude, and that he has sufficient capital, equipment, experience, and personnel to enable him to furnish services successfully, or who has previously failed to satisfactorily perform on any current or previous contracts.

The Owner may make such investigation as deemed necessary to determine the ability of the successful Bidder to perform the services, and the Bidder shall furnish to the Owner, under oath if so required, all such information and data for this purpose as the Owner may request.

A.9. WITHDRAWAL OF BIDS:

Any Bidder may withdraw his Bid, either personally or by written request at any time prior to the scheduled time for opening.

No Bidder may withdraw his bid for a period of Ninety (90) days after the date set for opening thereof, and all Bids shall be subject to acceptance by the Owner during this period.

A.10. IRREGULAR BIDS:

A Bid will be considered irregular and may be rejected for any of the following reasons:

- a. If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the Bid incomplete, indefinite, or ambiguous as to its meaning.
- b. If the Bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- c. If there is reason to believe that any Bidder is interested in more than one Bid on the same project, or that there has been collusion among the Bidders.

A.11. DISQUALIFICATION OF BIDDERS:

More than one Bid from an individual, a firm or partnership, a corporation or any association, under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested as a principal in more than one Bid for services contemplated will cause the rejection of all Bids in which such Bidder is believed to be interested. Any or all Bids will be rejected if there is reason to believe that collusion exists among the Bidders. A contract will be

awarded only to the responsible, responsive Bidder capable of providing the class of services contemplated, and having sufficient resources, experience and finances to carry out the work properly.

A.12. ACCEPTANCE OR REJECTION OF BIDS:

The Owner reserves the right to reject any and all Bids when such rejection is in the best interest of the Owner, to reject the Bid of a Bidder who has previously failed to perform properly, and to reject the Bid of a Bidder who is not, in the opinion of the City, in a position to perform the Contract. The owner also reserves the right to waive any informalities and technicalities.

A.13. HOLD HARMLESS:

The Contractor shall agree to protect, defend, indemnify, and hold the City of North Charleston Council, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, settlements, costs, charges for professional fees or other expenses or liabilities of every kind and character resulting from error, omissions or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this Bid. The Contractor further shall agree to investigate, handle, respond to, provide defenses for and defend any such claims etc., even if such claim is groundless, false or fraudulent.

A.14. CONTRACT CHANGES:

Either party may request changes in the scope of services and performing standards to be performed. Changes which are mutually agreed upon shall be incorporated by written amendment to the Contract by the City of North Charleston Council.

A.15. TERMINATION OF CONTRACT:

- a. **Termination for Non-Compliance with Drug Free Workplace Act:** In accordance with the Drug Free Workplace Act, this contract is subject to immediate termination, suspension of payment, or both, if the Contractor fails to comply with the terms of the Drug Free Workplace Act.
- b. **Termination for Cause:** If the Contractor fails to perform the work or any separable part thereof in a timely or workmanlike manner in accordance with the Contract Documents, or otherwise fails, in the sole opinion of the City, to comply with any of the terms and conditions of the Contract Documents, then this Contract may be cancelled and terminated by the City at any time within the Contract period without advance written notice, and the Contractor shall be liable to the City for any excess cost occasioned the City. Default or breach of any clause of this contract shall constitute "cause" for termination.

Further, any act of omission by the Contractor which is contrary to law or public policy shall be considered "cause" allowing termination as provided herein. The City will not be liable for any termination costs where termination is for cause. Whether or not the Contractor's right to proceed with the work is terminated, it and its sureties shall be liable

for any damage to the City resulting from Contractor's default/breach.

- c. **Termination for Convenience:** The City shall have the right to terminate this Contract for convenience upon ten (10) days advance written notice. In the event that this Contract is terminated or cancelled upon the request and for the convenience of the City, then the City shall pay Contractor for all materials purchased to date on the City's behalf and for the value of services rendered to date (including reasonable profit margin). The City shall not otherwise pay for costs of termination, opportunity costs, or any costs or amounts of other description. As a prerequisite to Contractor receiving payment for goods purchased on City's behalf, the Contractor shall first turn over possession and all right title or other interest in the materials to the City.
- d. **Termination for Non-Appropriation of Funds:** The City, by written advance notice, may terminate this Contract in whole or in part in the event that sufficient appropriation of funds from any source (whether a Federal, State, City or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Contract. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the work actually provided to the date of such termination. The Contractor will not be compensated for any other costs in connection with a termination for non-appropriation. Contractor will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.
- e. **Termination for Harassment/Discrimination:** Neither Contractor, nor any employee or agent of Contractor, shall discriminate against or harass any person because of race, color, religion, sex or national origin. The Contractor shall take affirmative action to ensure that such conduct does not occur. Violation of this clause may result in immediate termination of all contracts between the City and the Contractor "for cause" and may further result in Contractor being suspended or debarred from bidding on future contracts.
- f. **Excusable delays:** The right of the Contractor to proceed shall not be terminated for any delays in the completion of the work due:
 - i To any acts of the Government, including controls or restrictions on requisitioning of materials, equipment, tools, or labor by reason of war, National Defense, or any other National Emergency;
 - ii To any acts of the City;
 - iii To causes not reasonably foreseeable by the parties to this Contract which are beyond the control and without the fault of negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, acts of another Contractor in the performance of some other Contract with the City, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, cyclones, and other extreme weather conditions;
 - iv To any delay of any subcontractor occasioned by any of the causes specified in subparagraphs i, ii, and iii of this paragraph. Provided, however, the Contractor

promptly notifies the City within ten (10) consecutive calendar days in writing of the cause of the delay. Upon receipt of such notification the City shall ascertain the facts and the cause and extent of delay. If upon the basis of the facts and the terms of this Contract, the delay is properly excusable, the City shall extend the time for completing the work for a period of time commensurate with the period of excusable delay.

A.16. PROHIBITED INTEREST:

No member, officer, employee of the City or member of its governing body during his/her tenure or one-year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

A.17. NAMING OF SUBCONTRACTORS:

Any Bidder in response to this bid shall include the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor on or during the contract period. Failure to list subcontractors shall render the prime contractor's bid or offer unresponsive. No prime contractor whose bid is accepted, shall substitute any person as subcontractor in place of the subcontractor listed in the original bid, except with the consent of the Owner, for good cause shown.

A.18. PAYMENTS TO THE CONTRACTOR:

Payments to the Contractor will be made on a monthly basis. The Contractor shall prepare his invoice for payment as of the last day of the month and submit it to the Deputy Director of Facilities Management. Additional Work or services normally identified as Indefinite Quantity Work will be invoiced separately.

A.19. CONTRACT AWARD:

The initial contract shall be for a period of Seven (07) months. Upon completion of the initial term of the Agreement, and again on each subsequent anniversary date, at a cost that is acceptable to the Owner and Contractor, the Agreement shall be automatically renewed for additional one-year periods unless either party shall give written notice to the other, at least ninety (90) consecutive calendar days prior to the expiration of the initial term or any renewal thereof, that the Agreement shall not be so extended. This Agreement period shall not exceed a total of five (5) years.

In submitting this Bid, the Bidder understands that the right is reserved by the City of North Charleston to reject any and all Bids. If written notice of the acceptance of this Bid is mailed, telegraphed or delivered to the undersigned within ninety (90) days after the opening thereof, the undersigned agrees to execute a contract and furnish the required certificates of insurance within ten (10) consecutive calendar days from the date of the Notice of Award.

A.20. SPECIAL NOTE FOR NONRESIDENT TAX PAYERS

The City of North Charleston in hiring or contracting or having a contract with any nonresident taxpayer conducting a business or performing personal services of a temporary nature carried on within this State, where the contract exceeds ten thousand dollars or could reasonably be expected to exceed ten thousand dollars, must withhold two percent of each and every payment made to these nonresidents. The amount withheld will be deposited with the South Carolina Tax Commission.

The above required withholding will not apply if the nonresident is registered or registers with the S.C. Department of Revenue or the S.C. Secretary of State's Office. The nonresident must provide an affidavit to whomever they are contracting with to that effect. A copy of the affidavit is contained in this solicitation.

Additional information and forms to register for all taxes administered by the South Carolina Department of Revenue may be obtained by calling the License and Registration at (803) 898-5872 or by writing the S.C. Department of Revenue, Registration Unit, Columbia S.C. 29214-0140.

END OF SECTION A

**SECTION B: CONTRACT BID FORMS, SCHEDULES OF DEDUCTION
& BIDDER INFORMATION**

BID FORMS

Firm: _____

Phone: _____ Fax _____

E-Mail _____

the City of _____ County of _____, and
State of _____, hereinafter called "Bidder".

This Bid shall be signed only by a person legally authorized to bind the Bidder to a Contract.

By: _____
Signature Print or Type Name

Title Date

**PROJECT: CITY OF NORTH CHARLESTON ATHLETIC CENTER
BID NO.: PQ-07-19**

The undersigned, having familiarized (himself, themselves, itself) with the existing conditions on the Project Area affecting the cost of the work, and with the Contract Documents (which includes Invitation for Bids, Instruction to Bidders, the form of Bid, the Form of Contract (or agreement), Addenda (if any), and Insurance requirements, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required for the grounds maintenance all in accordance with above listed documents at the prices stated below.

In submitting this Bid, the Bidder understands that the right is reserved by the City of North Charleston to reject any and all Bids and to waive any and all technicalities or informalities. If written notice of the acceptance of this Bid is mailed, telegraphed or delivered to the undersigned within ninety (90) consecutive calendar days after the opening thereof, or at any time thereafter, before this Bid is withdrawn, the undersigned agrees to execute a contract and furnish the required certificates of insurance within ten (10) consecutive calendar days from the date of the Notice of Award.

ADDENDA: Bidder acknowledges receipt of the following Addenda:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

- Hourly rate for custodian \$ _____
- Number of custodial personnel required on a daily basis _____
- Number of daily hours per custodial personnel _____
- Monthly Cost (for work performed 5 days a week) _____

Please provide the cost for the following work outside of the above scope of work, as this work will need to be done on a quarterly, semi-annually and annually basis.

Cost for Stripping and waxing VCT Tile per square foot to include moving furniture as needed \$ _____

Cost to maintain VCT Tiles on a monthly or quarterly basis \$ _____

Cost to shampoo carpets per square foot to include moving furniture as needed \$ _____

Cost to machine scrub ceramic bathroom tiles per square foot or room \$ _____

Cost to pressure wash concrete sidewalks \$ _____

Cost to clean exterior windows \$ _____

List any litigation involved in performing janitorial services in the last then (10) years. If no litigation exists please state so.

STATEMENT OF BIDDER'S QUALIFICATIONS

If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information he/she desires.

1. Name of Bidder
2. Permanent main office address
3. When organized
4. If a corporation, where incorporated
5. How many years have you been engaged in the contracting business under your present firm or trade name?
6. List at the minimum three (3) on-going or recent maintenance contracts with others on the provided references sheet.
7. Provide a listing of current or past contracts that are similar in size and scope, as evidence of the bidder's ability to successfully complete the services required by this ITB. Emphasis should be placed on contracts that are similar in size and scope to the work required by this ITB. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this ITB.
8. Have you ever failed to complete any work awarded to you?
9. Have you ever defaulted on a contract?
10. List your major equipment available for this contract on separate sheet and attach to bid.
11. Give Bank reference
12. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the City?

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this Statement of Bidders Qualifications.

Dated this _____ day of _____ 20__.

By: _____

Title: _____

MAINTENANCE CONTRACT REFERENCES SHEET

1. Name of Business/Individual: _____

Mailing Address including Zip: _____

Contact's Name: _____

Contact's Title: _____

Contact's Phone: _____ Contact's Fax: _____

Contact's Email Address: _____

Project Description and Dollar Amount: _____

Roles and Responsibilities on This Project: _____

Project Start Date: _____ Project End Date: _____

2. Name of Business/Individual: _____

Mailing Address including Zip: _____

Contact's Name: _____

Contact's Title: _____

Contact's Phone: _____ Contact's Fax: _____

Contact's Email Address: _____

Project Description and Dollar Amount: _____

Roles and Responsibilities on This Project: _____

Project Start Date: _____ Project End Date: _____

MAINTENANCE CONTRACT REFERENCES SHEET

3. Name of Business/Individual: _____

Mailing Address including Zip: _____

Contact's Name: _____

Contact's Title: _____

Contact's Phone: _____ Contact's Fax: _____

Contact's Email Address: _____

Project Description and Dollar Amount: _____

Roles and Responsibilities on This Project: _____

Project Start Date: _____ Project End Date: _____

4. Name of Business/Individual: _____

Mailing Address including Zip: _____

Contact's Name: _____

Contact's Title: _____

Contact's Phone: _____ Contact's Fax: _____

Contact's Email Address: _____

Project Description and Dollar Amount: _____

Roles and Responsibilities on This Project: _____

Project Start Date: _____ Project End Date: _____

**STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE
NONRESIDENT TAX PAYER REGISTRATION AFFIDAVIT
INCOME TAX WITHHOLDING**

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Owner, Partner(s) or Corporate Name of Nonresident Taxpayer:

2. Trade Name (Doing Business As):

3. Mailing Address:

4. Federal Identification Number:

5. Hiring or Contracting with:
City of North Charleston
P.O. Box 190016, North Charleston, SC 29419-9016
6. I hereby certify that the above-named nonresident taxpayer is currently registered with (check the appropriate statement below):
_____ The South Carolina Secretary of State or
_____ The South Carolina Department of Revenue
Date of Registration: _____
7. I understand that by this registration, the above-named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.
8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Section 12-9-310 at any time it determines that the above-named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that fine; imprisonment or both could punish any false statement contained herein.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-40(b)(6)(f)(5), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

_____ (Seal)

_____ (Signature of Owner, Partner or Corporate Officer)

_____ (Date)

If corporate officer state title: _____

(Name - please print): _____

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

In the event of the Contractor's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

CERTIFICATION OF DRUG FREE WORKPLACE

The contractor certifies that he maintains a drug-free workplace and has or will establish a drug-free awareness program that informs employees about the dangers of workplace drug abuse; the contractor's intent to maintain a drug-free workplace; the existence of any available drug counseling, rehabilitation or employee assistance programs; and the penalties that may be imposed upon employees who abuse controlled substances in the workplace.

In the event of the Contractor's noncompliance with the drug free workplace certification of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code)

CERTIFICATION REGARDING ILLEGAL IMMIGRATION

The contractor certifies that he/she 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 to the City 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 subcontractor's 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-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

END OF SECTION B

SECTION C: SCOPE OF WORK, STANDARDS AND REQUIREMENTS

SCOPE OF WORK

The North Charleston Athletic Center is located at 5794 Casper Padgett Way, North Charleston, SC 29405. The North Charleston Athletic Center will comprise three indoor gymnasiums for multi-use, as well as community meeting and event space. The state-of-the-art facility has been designed to host an array of competitive and recreational sports, including basketball, pickleball, wrestling, volleyball, cheerleading, soccer, among many others. The service areas include all lobbies, exhibit halls, restrooms, and common areas. The definition of common area is defined in this solicitation, as an area that staff and/or the general public have access to which includes but not limited to, entry-ways, main lobby, employee entrance, hallways, stairways, restrooms, and break-rooms. The custodial staff will be responsible for emptying trash receptacles and installing new trash liners, cleaning all receptacles, when needed, cleaning restrooms to include fixtures, restocking paper products and soaps, sweeping, mopping, vacuuming, cleaning glass doors, windows, wiping tables down, dusting furniture, dusting vents, high dusting around ceilings, and other duties assigned by the Facilities Manager for the common areas.

City Staff recommends approximately two janitorial personnel approximately 8 hours a day, five days a week. There is approximately 36,800 square feet of flooring to be cleaned. The is approximately 23,200 square feet of wood flooring that site personnel will be tasked in maintaining.

Job Specifications

ENTRANCES

<u>Task Description</u>	<u>Service Days</u>
Sweep Hard Surface Floors	5 days/wk.
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Clean all Ceiling Vents	Monthly
Clean Both Sides of Door Glass & Wipe Frames	5 days/wk.
Vacuum Walk -Off Mats	5 days/wk.

CHECK IN

<u>Task Description</u>	<u>Service Days</u>
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot mop Stains & Spills using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.

LOBBY/DINING

<u>Task Description</u>	<u>Service Days</u>
Dust all Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Arrange Equipment	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Empty & Remove Trash, Replace Liner if Needed	5 days/wk.

GYM AREAS

<u>Task Description</u>	<u>Service Days</u>
Dust all Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Clean & Polish Drinking Fountains	5 days/wk.
Empty & Remove Trash, Replace Liner if Needed	5 days/wk.

LOCKER ROOMS

<u>Task Description</u>	<u>Service Days</u>
Wipe Clan Fronts and Tops of Lockers	1 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Clean & Disinfect Showers	5 days/wk.

RESTROOMS

<u>Task Description</u>	<u>Service Days</u>
Empty & Remove Trash, Replace Liner if Needed	5 days/wk.
Refill Dispensers	5 days/wk.
Clean & Disinfect Restroom Fixtures	5 days/wk.
Clean Mirrors	5 days/wk.
Clean Counters	5 days/wk.
Clean Partitions & Chrome	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.

OFFICES

<u>Task Description</u>	<u>Service Days</u>
Dust all Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum or Brush Upholstered Furniture	5 days/wk.
Empty & Remove Trash, Replace Liner if Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.

OFFICES CONT....

<u>Task Description</u>	<u>Service Days</u>
Spot Mop Stains & Spills - Use Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.

HALLWAYS

<u>Task Description</u>	<u>Service Days</u>
Detail Dust -High & Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches & Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains & Spills - Use Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Clean & Polish Drinking Fountains	5 days/wk.

STORAGE

<u>Task Description</u>	<u>Service Days</u>
Detail Dust -High & Low Areas	Monthly
Spot Clean All Walls, Light Switches & Doors	1 days/wk.
Sweep Hard Surface Floors	Every Other wk.
Spot Mop Stains & Spills - Use Appropriate Cleaner	1 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	Every Other wk.

The City shall supply all equipment and supplies necessary to perform the normal day to day duties assigned by the Deputy Director of Facilities Management except, the work supplies that may be needed on a quarterly, semi-annually, and annually basis.

An example of the duties and materials needed for quarterly, semi-annually, and annually are as follows:

- a. Stripping and waxing VCT Tile to include moving furniture as needed.
- b. Maintain VCT Tiles on a monthly or quarterly basis.
- c. Shampoo carpets to include moving furniture as needed.
- d. Machine scrub ceramic bathroom tiles.
- e. Pressure wash concrete sidewalks.
- f. Clean exterior windows.

ADDITIONAL INFORMATION AND REQUIREMENTS:

The Janitorial Agency will be required to have all personnel employed by said agency to have undergone recent drug screening by an independent and certified drug testing laboratory and perform recent background checks.

Offeror's must provide at least three (3) references of clients utilizing the janitorial services requested in this request including the name of the contact person, address, email address, and telephone number. The City reserves the right to contact any, all, or none of the references provided.

The Janitorial Agency shall avoid shifts in excess of forty (40) hours that result in overtime pay status. However, overtime pay may be unavoidable in unusual or emergency situations. Overtime pay must be kept to a minimum. All invoices containing overtime cost must be fully explained and justified and the name of the City Official who authorized the overtime must be provided.

UNIFORMS AND APPEARANCE:

Custodial staff must present a neat and clean appearance. The custodial staff must wear a uniform that readily identifies the worker as an employee of the agency. The worker must look, speak, and act like a professional. Appearance must meet the standard generally accepted for personnel in the business of providing janitorial services.

GENERAL RULES OF CONDUCT:

Custodial staff shall not use City office equipment, supplies, etc., unless authorized by City personnel.

Custodial staff shall maintain all City equipment issued to him/her in good condition and report immediately any property that is lost or damaged to the City of North Charleston Athletic Center Facilities Director.

Custodial staff shall avoid expressing their opinions to other staff, City employees, or visitors concerning such controversial matters such as politics, religion, pay, or City policies and procedures.

COMMUNICATIONS:

Agency staff shall report daily to the City of North Charleston Athletic Center Facilities Director.