

# **TOWN OF PINE RIDGE**

## **REQUEST FOR PROPOSALS**



### **CLEANING OF THE MUNICIPAL COMPLEX FOR 2025 RFP2024-05**

**Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, November 21, 2024**

Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No telephone proposals will be accepted.

Vendor selection will occur at the Pine Ridge Town Council meeting on December 10, 2024 at 6:45pm.

Service start date will begin January 1, 2025.

**DIRECT ALL INQUIRES TO:**

Brittany Burns  
2757 Fish Hatchery Road  
West Columbia, SC 29172  
(803)755-2500  
[prclerkofcourt@sc.rr.com](mailto:prclerkofcourt@sc.rr.com)

**I. INTRODUCTION**

The Town of Pine Ridge invites qualified businesses to submit proposals for the cleaning of the Municipal Complex, located at 2757 Fish Hatchery Road, West Columbia, South Carolina 29172. The start date is January 1, 2025 and will terminate on December 31, 2025, with an option to renew for a one-year term.

**II. MINIMUM SPECIFICATIONS OF RESPONSE**

The format of the RFP must be followed and all requested information must be submitted as indicated. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

**III. SCOPE OF SERVICES**

Normal working hours are Monday through Friday 8am to 5pm, except Wednesday 8am to 1pm. Services are to be performed on a biweekly basis, on Friday Mornings with completion no later than 1pm. The building is approximately 4,000 square feet. Cleaning of all portions of the building must include the following services in all areas (offices, council/court room, hallways, conference rooms, restrooms, kitchen, etc.). Additionally, the selected vendor must supply its own equipment, cleaning supplies and chemicals.

<b>GENERAL</b>	
Collect and remove all trash from building & place cans by road for pick-up	BIWEEKLY
Replace all trash liners	BIWEEKLY
Spot clean interior and exterior of kitchen trash containers	BIWEEKLY
Dust all office furniture including desks, chairs, tables, cabinets, bookshelves, lamps and lampshades	BIWEEKLY
Clean and sanitize all drinking fountains	BIWEEKLY
Dust all blinds, window treatments, pictures, fixtures, window sills, ledges and moldings	BIWEEKLY
Clean and sanitize tables, counters and chairs in break room	BIWEEKLY
Sanitize sinks and door knobs	BIWEEKLY
Wipe down door, frames and light switches	BIWEEKLY
Clean inside windows and inset to include front doors and partition glass/ledge in lobby	BIWEEKLY
Sweep and mop all hard floors	BIWEEKLY
Vacuum all carpeting	BIWEEKLY
Refill all soap dispensers and paper towel holders	BIWEEKLY
Clean microwave in kitchen – inside and out	BIWEEKLY
Remove any cobwebs	BIWEEKLY
Dust all HVAC ceiling vents	BIWEEKLY
<b>RESTROOMS</b>	
Clean and sanitize all fixtures including toilet bowls, urinals, sinks and sink fixtures	BIWEEKLY
Clean mirrors	BIWEEKLY
Empty trash containers and replace liners	BIWEEKLY
Sweep and mop floors using disinfectant detergent	BIWEEKLY
Spot clean walls, doors and partitions	BIWEEKLY
Dust all flat surfaces	BIWEEKLY
Restock all products with products (toilet paper, hand towels, liners and soap)	BIWEEKLY
Dust all moldings, top of partitions, frames, furniture, cabinets, toilet paper holders and hand towel holders	BIWEEKLY
Sweep and mop all hard floors	BIWEEKLY
<b>OTHER</b>	
Maintain mopping drainage area in neat and orderly fashion	BIWEEKLY
Notify Town Administrator of any irregularities or equipment malfunctions	AS NEEDED

#### **IV. RULES OF PREPARATION**

The submitted responses must follow the rules and the format established within this document. Adherence to these rules will ensure a fair and objective analysis of all proposals.

Failure to comply with any portion of this request may result in rejection of a proposal.

#### **V. FORMAT OF RESPONSES**

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposal in accordance with the instructions outlined in this section. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town of Pine Ridge.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness and clarity of content.

The proposal should be organized into the following major parts:

*A. Summary Worksheet* - The first page of the RFP response must be the Summary Worksheet, which is found at the end of this document. Any response that is submitted without this worksheet shall be considered nonresponsive.

*B. Company Background* – Information regarding the following:

- a) Company's location
- b) Company's local business license information if company located in the Town of Pine Ridge
- c) Company's stability and length of time in business
- d) Company's past history and future plans
- e) Company's size and ability to dedicate staff to the service
- f) Company's bonding information
- g) Company's certificate of insurance (workers' compensation and liability)

*C. Client References* – Provide at least three client references that are similar in nature, size or complexity to that described in this RFP.

*D. Criminal Background* – Provide a statement agreeing to submit all workers to a criminal background check.

*E. Contract Terms and Conditions* – Include the vendor's sample agreement for services and warranty.

#### **VI. INTERPRETATIONS AND ADDENDA**

No interpretation and/or clarification made to any respondent as to the meaning of the RFP shall be binding on the Town of Pine Ridge unless repeated in writing and distributed as an addendum by the Pine Ridge Town Administrator.

#### **VII. HOW TO SUBMIT RESPONSES**

Please prepare and submit one copy of the response. Completed responses should be sealed and clearly marked "RFP2024-05" and should be mailed to the Town of Pine Ridge, Attn: Brittany Burns, 2757 Fish Hatchery Road, West Columbia, SC 29172, emailed to [prclerkofcourt@sc.rr.com](mailto:prclerkofcourt@sc.rr.com)  
RFP2024-05

or hand delivered to the reception window at the same address.

### **VIII. DEADLINE FOR SUBMISSION OF RESPONSES**

**Deadline for receipt of response to this RFP is 5:00 PM, Thursday, November 21, 2024.** Vendor selection will occur at the Pine Ridge Town Council meeting on December 10, 2024, at 6:45pm. Responses will be binding for a period of ninety (90) calendar days from the date of vendor selection.

### **IX. EVALUATION OF RESPONSES**

The personnel evaluating the proposals will base the evaluation on the proposal that will best serve the Town of Pine Ridge.

The Town of Pine Ridge reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Pine Ridge shall reserve the right to award the purchase order to the respondent which is most advantageous to the Town of Pine Ridge.

Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Pine Ridge will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.

### **X. RIGHT OF THE TOWN OF PINE RIDGE TO REJECT PROPOSALS**

The Town of Pine Ridge reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Town of Pine Ridge may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.

### **XI. CONFIDENTIALITY OF DOCUMENTS**

All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the Town of Pine Ridge. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Pine Ridge to the submitter.

Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

### **XII. NOTIFICATION OF WITHDRAWAL OF PROPOSAL**

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Pine Ridge after the proposal submission deadline.

### **XIII. CONTRACTUAL OBLIGATIONS OF SUCCESSFUL RESPONDENT**

The successful vendor will be required to undertake certain obligations that are not limited to the following:

*Acquisition of a Business License:* The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

*Inclusion of Proposal:* The proposal submitted in response to this RFP will be incorporated as part of the final purchase order with the selected vendor.

*Indemnification and Insurance:* The successful vendor shall indemnify and hold the Town of Pine Ridge and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require any joining firm to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident in addition to workers compensation.

*Costs:* All costs are to be stated in exact amounts. No additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

**SUMMARY WORKSHEET**

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered non-responsive.

List the total yearly/monthly fee amount that it would cost to clean the Municipal Complex per the specifications listed in the Request for Proposals document.

Total monthly fee for Scope of Service, on a biweekly basis \$ \_\_\_\_\_

**AS NEEDED**

Special events are held periodically that may require cleaning before and/or after the event AS NEEDED  
Total fee \$ \_\_\_\_\_

I hereby agree to all of the terms listed in the Request for Proposals document.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 7. Any response that is submitted without this worksheet shall be considered nonresponsive.
  
- Company Background** – Information regarding the following:
  - Company's location
  - Company's local business license information if company located in the Town of Pine Ridge
  - Company's stability and length of time in business
  - Company's past history and future plans
  - Company's size and ability to dedicate staff to the service
  - Company's bonding information
  - Company's certificate of insurance (workers' compensation and liability)
  
- Client References** – Provide at least three client references that are similar in nature, size or complexity to that described in this RFP.
  
- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.
  
- Contract Terms and Conditions** – Include the vendor's sample agreement for services and warranty.

---

The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

- Acquisition of a Business License
- Proof of Indemnification and Insurance