

Ashe County

Planning Department

Staff Report

Date: 12/3/2018

RE: Cleaning Contract

Summary:

We put out a request for proposals for the cleaning contract which includes the Courthouse, Law Enforcement Center, Ag Building and also the Library. We published the contract, but only received 2 back, 1 form the current contractor Tina Carson and the second from Clean Break Commercial Cleaning Service. The bids are below:

	Bid monthly/annually/ 1 ½ year contract
Tina Carson	\$6,500/ \$78,000/ \$117,000
Clean Break Commercial Cleaning	\$5,800/ \$69,600/ \$104,400
Current Contract	\$ 6,417/ \$77,000/ \$115,500

In general, this contract is awarded prior to the new budget year. However, this contract was not negotiated prior to this budget year and we are requesting that this be awarded for 1 ½ year to put us back on that schedule.

Attachments:

1. Bids
2. Request for Proposals Guidelines
3. Contract



Ashe County Planning Department
150 Government Cir, Suite 2400
Jefferson, NC 28640

Pricing For Ashe County Buildings

Ashe County Courthouse: Monthly Pricing \$ 1,450.00 Yearly Price \$ 17,400.00

Ashe County Law Enforcement Center: Monthly Pricing \$ 1,450.00 Yearly Pricing \$ 17,400.00

Ashe County Agriculture Extension/ USDA Building: Monthly Pricing \$ 1,450.00 Yearly Pricing \$ 17,400.00

Ashe County Library: Monthly Pricing \$ 1,450.00 Yearly Pricing \$ 17,400.00

Total Monthly Price: \$ 5,800.00

Total Yearly Price: \$ 69,600.00

Clean Break Commercial Cleaning Service

Tina Carson
719 Corner Road
Pinnacle, NC 27043
336-287-8942 cell
336-325-3069 home

Cleaning contract for Ashe County for contract period January 1, 2019 to June 30, 2020.

The bid is 78,000.00 per year.

Thank you,

A handwritten signature in cursive script that reads "Tina Carson".

Tina Carson

Ashe County
Request for Proposals
Cleaning Contract

This document extends to your firm an invitation to submit a proposal to provide cleaning services for the County of Ashe. Sealed bids will be received until 2:00 pm on Friday, November 30th, 2018 at the Ashe County Administration Office, 150 Government Circle, Suite 2500, Jefferson, NC 28640 at which time they will be opened and reviewed. Proposals must be typed or printed in ink and clearly marked as "Cleaning Contract." The contract will be awarded based on a contract period of one and a half years from January 1, 2019 to June 30th 2020. However, payments for services will be made equally per monthly and are not negotiable. The contract, if awarded, will be to the lowest responsible bidder taking into account qualifications of the bidder. All bidders must furnish to the County upon request, evidence that they are a responsible bidder. The County of Ashe reserves the right to reject any and all bids or to award the bid, which in its opinion, is in the best interest of the county. Any questions regarding the contract can be made to the Ashe County Administrative Office at 336-846-5528. The following buildings are included in this proposal:

- 1. Ashe County Courthouse, 150 Government Cir, Jefferson, NC 26840**
- 2. Ashe County Law Enforcement Center, 140 Government Cir, Jefferson, NC 28640**
- 3. Agriculture Extension Office/USDA Building, 130 Government Cir, Jefferson, NC 28640**
- 4. Ashe County Library, 148 Library Dr, West Jefferson, NC 28694**

- 1.0 The contractor shall provide supplies to perform this service as agreed and all supplies must be approved by the Maintenance Supervisor. Ashe County will provide a floor buffer, mops, buckets, supplies and/or cleaning solutions. Vacuum cleaners are not provided.

Ashe County requires the cleaning works scheduled to be:

- Ashe County Courthouse and Agricultural Services Building: Monday, Wednesday, Friday
- Ashe County Public Library: Tuesday, Thursday, Saturday
- Ashe County Law Enforcement Center: Tuesday, Thursday, Friday and Sunday

The Contractor is required to provide proof of applicable worker's compensation insurance as required by the State of North Carolina and proof of liability.

- 1.1 The Contractor will be required to comply with all federal, state and local laws and ordinances while performing work on this project; and shall protect and indemnify the County and its representatives against any claim or liability arising from or based on the violation of any law, ordinances, regulation, order, or decree, whether by himself, or his employees.
- 1.2 The Contractor will be required to restore, at his own expense, all private and public property damaged during the performance of this contract to existing conditions prior to start of operations.
- 1.3 Payment will be made monthly after all conditions of the contract have been completed. Invoices exceeding the limits established by this contract are not subject to payment.

Invoices must be submitted directly to the Ashe County Finance Department at 150 Government Cir, Jefferson, NC 28640. If a new account is required to be set up with the Finance Department, additional information will be required but not limited to business name, address, federal tax id and/or social security number.

- 1.4 ADDENDUM: Any changes to this Request For Proposal will be issued in writing and shall become a part of the bid.
- 1.5 REFERENCES: All bidders shall provide a minimum of three (3) references for which this type of service was provided.
- 1.6 INSURANCE REQUIREMENTS: The successful Contractor shall purchase and maintain insurance in the amounts and coverages listed below. The successful Contractor shall at the time of execution of the contract provide proof of coverages and naming the County as additional insured where applicable. All certificates supplied shall contain a cancellation clause that in the event of a material change or cancellation thirty (30) days prior written notice shall be given to the County.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County of Ashe and its agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, provided that any such claims, damages, losses or expenses (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor or subcontractor or anyone directly or indirectly employed by either of them or anyone for whose acts either of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

The insurance required by this provision shall be acquired by the Contractor for not less than the limits specified below:

- Workmen's Compensation and Employer's Liability: Statutory including Employer's liability of \$100,000;
- Public Liability – Comprehensive General Liability: \$1,000,000 each occurrence;

1.7 Scope of Work

Every Scheduled Day

Clean Bathrooms: clean mirrors, sinks, cabinets tops, paper towel dispenser, rails, toilets, backs of toilets, brush inside of toilet bowl, clean underneath seats, wipe down walls of stalls, mop bathrooms, empty trash receptacles inside each stall.

Clean all water fountains in buildings

Vacuum/sweep/mop all rooms, corridors and elevator

Twice Weekly;

Clean and mop/vacuum all stairways and clean handrails

Mop rotunda & stairs

Weekly:

Clean all conference rooms/lounges

Clean outside entrance doors and office entrance glass

Vacuum all benches in courtrooms (Either Monday or Wednesday)

Clean elevator doors

Bi-Weekly:

Buff all tile floors & rotunda area

Dust all offices, lobbies, reception areas (including window sills, furniture, framed pictures, etc)

Monthly:

Clean/polish all brass handrails

Quarterly:

Clean all vents by vacuum

Clean fluorescent light covers

Bi-Annually:

Clean blinds

Clean windows – inside only (Exception – high windows at Ashe County Public Library)

**EXECUTION OF BID
A CONTRACT FOR:**

CLEANING ASHE COUNTY FACILITIES

The person executing the bid, on behalf of the bidder, being first duly sworn, deposes and says that:

- (1) He is fully informed regarding the preparation and contents of the attached Proposal and of all pertinent circumstances regarding such Proposal. The conditions of this contract and set forth in the proposal which is attached as exhibit A.
- (2) Neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with this bid; and
- (3) He will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, or veteran's status.
- (4) He will comply with all items outlined in the Request for Proposals.

SIGNATURE OF CONTRACTOR

Name of Contractor _____
(Print individual name)

and doing business as _____
(Print firm name)

(Address - County - State - Zip Code)

Signature of Contractor

Witness

North Carolina General Contractor's License Number

Federal I.D. or Social Security Number

NOTE - AFFIDAVIT MUST BE NOTARIZED

Subscribed and sworn to before me

this ____ day of _____, 20__

Title

My commission expires _____

**CONTRACTOR'S AFFIDAVIT
RELEASE AND WAIVER OF CLAIM
(to be used for final payment)**

STATE OF: _____

COUNTY OF: _____

_____,
(Name) (Title)

_____, being first duly sworn, deposes and says that:
(Contractor)

1. The undersigned is authorized to execute this Affidavit, Release and Waiver of Claim on behalf of the Contractor and has personal knowledge of all facts set forth herein;
2. This Affidavit, Release and Waiver of Claim is made concerning the construction of the following project:

Project No. _____

3. All payrolls, material bills, sales tax, social security tax, state and federal unemployment insurance, and all other liabilities and taxes owed by the Contractor and arising in any manner from the above-described project have been paid in full;
4. No claim or lien exists in favor of any supplier of materials or labor or in favor of any subcontractor furnishing materials or labor on the above-described project;
5. Notwithstanding the foregoing, if the County of Ashe or property of the County of Ashe is subject to any claim or lien which arises in any manner from the failure of the Contractor to pay any liability described above, the Contractor will indemnify and hold the County of Ashe harmless for any amount which the County of Ashe is required to pay to discharge such lien or settle such claim and further will pay the County of Ashe's expenses, costs, and attorney fees incurred in connection therewith;
6. All claims, suits, and proceedings of every name, description, or nature arising out of the above project against the County of Ashe, its officers, employees and agents have been settled;
7. The Contractor releases and waives any and all claims of every type and description which the Contractor may have against the County of Ashe arising in any manner from the construction of the above-described project.

(Contractors Signature)

Sworn to and subscribed before me _____ this the _____ day of
_____, 20_____.

(Title)

(Date)

Notary Public

ACCEPTANCE BY THE COUNTY

A CONTRACT FOR CLEANING:

ASHE COUNTY FACILITIES

CONTRACT SUM \$104,400

The County, acting through its County Board of Commissioners, has caused this contract to be executed in the name of the County of Ashe by an authorized official.

OWNER:

ATTEST:

COUNTY OF ASHE

By: _____
County Manager

County Clerk

Date

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act.

Finance Officer

Exhibit A: Contract Conditions

This contract applies to the following facilities

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