

VILLAGE OF SUGAR MOUNTAIN
REQUEST FOR PROPOSALS
VILLAGE FACILITIES JANITORIAL SERVICES

Sealed Proposals will be received until 2:00 p.m., on Thursday, February 9, 2017.

Send all proposals to:
Village of Sugar Mountain
Janitorial Proposal
251 Dick Trundy Ln.
Sugar Mountain, NC 28604

Village Hall will provide all cleaning tools and supplies except a carpet cleaner.

Scope of Work – Village Hall

- Weekly: Empty all wastebaskets, replace liners, transport trash and recyclables to appropriate containers. Clean and sanitize drinking fountains, five restrooms, and Kitchen. Refill bathroom supplies. Spot clean interior glass. Sweep and mop all floors. Vacuum carpeted areas.
- Semi-Monthly: Dust all horizontal surfaces and shelving. Remove cobwebs from ceiling. Clean all leather and vinyl furniture.
- Monthly: Clean all interior and exterior window and door glass.
- Annually: Clean carpet and area rugs.

W.J. Williams Park Restrooms (Seasonal May 1 – Oct 15)

- Weekly: Clean and sanitize two bathrooms and stock with supplies. Sweep off picnic area and remove any trash from bathrooms and picnic area.

Company Must Provide

- Certificate of Insurance and W-9
- In the event the vendor/contractor damages any Village of Sugar Mountain property, including (but not limited to) sinks, plumbing, commodes, electrical devices, the vendor/contractor will be responsible for all necessary repair or replacement of the damaged item(s).
- No subcontracting unless pre-approved in writing by the Village.
- One contract will be awarded. This contract is for one year. Additional one-year extensions are possible based on satisfaction of the Village, willingness of the provider to continue the service, and a successful negotiation of any new prices.
- The Village Manager or her designee shall be the Contract Administrator.

Cost Proposal/Execution of Proposal

By submitting a proposal, the potential contractor certifies the following:

- In order to be considered, the applicant must have a current \$500,000 General Liability insurance policy, naming the Village of Sugar Mountain as additional insured.
- If applicable, vendor/contractor must have a current Workman’s Compensation insurance policy, naming the Village of Sugar Mountain as additional insured.
- Vendor/contractor will certify that they will comply with all local, state and federal laws regarding the legal status of all employees.
- Vendor/contractor will certify that they will comply with all local, state and federal laws regarding the legal status of their business (proper filing, payment of taxes, business location, etc).
- This proposal is signed by an authorized representative of the firm.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist they must be listed.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening.

VENDOR:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE NUMBER:

CELL:

FEDERAL EMPLOYER IDENTIFIATION NUMBER: _____

E-MAIL: _____

Principal Place of Business if different from above:

BY: _____ TITLE: _____ DATE: _____
(Signature)

(typed or printed name)

**ACCEPTANCE OF PROPOSAL
(Using Agency Name)**

BY: _____ TITLE: _____ DATE: _____

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective vendors.
2. One original must be received from each vendor in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received no later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the package containing the proposal from each responding firm will be opened publicly and the name of the vendor and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.
5. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor and its staff, and cost. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the Village.
6. Vendors are cautioned that this is a request for offers, not a request to contract, and the Village reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the Village.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of a vendor's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Vendor specifically agrees to the conditions set forth in the above paragraph by signature to the proposal.
2. **COMPETITIVE OFFER:** Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
3. **ORAL EXPLANATIONS:** The Village shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
4. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
5. **ELABORATE PROPOSALS:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
6. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by vendors in preparing or submitting offers are the vendors' sole responsibility; the Village will not reimburse any vendor for any costs incurred prior to award.
7. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer, which may be accepted within a period of 90 days. Although the contract is expected to be awarded prior to that time, the 90-day period is requested to allow for unforeseen delays.
8. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.

9. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the vendor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, government or private, until after the award of the contract. Vendors not in compliance with this provision may be disqualified, at the option of the Village, from contract award. Only discussions authorized by the issuing agency are exempt from this provision.
10. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the vendors shall become the property of the Village when received.
11. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
12. **SUBCONTRACTING:** Vendors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.
13. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, the Village invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident vendors. The "Principal Place of Business" is defined as the principal place from which the trade or business of the vendor is directed or managed.