

CITY OF CLEMSON
STATE OF South Carolina

NOTICE TO BID

Bid proposals will be received in the Public Works Department, 1155 Old Central Road, Central, South Carolina. All bid proposals that have been duly received will be opened and read aloud for furnishing to said City one (1) each

Quote for Janitorial Services for the City of Clemson

Instructions to bidders, specifications and bid proposal forms may be obtained at the Maintenance Facility, Public Works Office 1155 Old Central Road, Central, South Carolina, 29630. 864-653-2055

SUBMITTAL: One (1) copy of the proposal form must be received on or before 1:00 p.m. EST, October 19th, 2021

Addressed To: City of Clemson
Public Works Department

Office Address: 1155 Old Central Road, Central, South Carolina, 29630

Mark Envelope: Seal bid quote for Janitorial Services for the City of Clemson

Proposal received after the time and date set for receipt of proposals shall be returned unopened to the bidder. It shall be the bidder's responsibility to ensure timely receipt by the City of their proposals.

Proposals must be submitted by the closing date, or prior to the time Specified, to be considered. Telegraphic, telephone or facsimile proposals will not be accepted.

The City reserves the right to reject any or all Bid Proposals. It further reserves the right to waive technicalities and formalities in bids as well as to accept in whole or in part such bid or bids where the City deems it advisable or necessary to protect the best interests of the City.

Any offer submitted as a result of this solicitation shall be binding on the offer for SIXTY (60) calendar days following the bid opening date. Any bid for which the offer specifies a shorter acceptance period may be rejected.

The City hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, religion or political affiliation in any consideration leading to the award of contract.

The right is reserved by the City of Clemson to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted and; to award the contract according to the proposal which best serves the interest of the City.

All changes shall be in the form of written addenda. Verbal information obtained otherwise will **NOT** be considered in awarding a contract.

This bid is being issued by the City of Clemson Public Works Department. Unless otherwise directed, all communications regarding this bid should be directed to the Public Works Department (864-653- 2053)

For all additional information or technical data needed to interpret these specifications, written questions must be faxed to the Public Works Department at (864) 653-2053, Attention: Cody Lingefelt and or Ron Stewart.

The words "Bidder", "Vendor", "Supplier", and "Contractor" are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a bid on these specifications, or any part thereof

An authorized officer or employee of the bidder will not accept bids unless signed in ink (not typed) in the appropriate space(s).

By: _____
Cody Lingefelt, Public Works Director
City of Clemson, South Carolina

REVIEWED BY:

Public Works' Director

REVIEWED BY:

Public Buildings Supervisor

REVIEWED BY:

SCOPE OF WORK

NIGHTLY

Entrance/Lobbies/ Common Areas/Hallways

- Vacuum and spot clean carpet in high traffic areas.
- Wipe and polish all metal surfaces within hand reach.
- Empty and clean trash receptacles.
- Dust pictures and clean glass if necessary.
- Vacuum or brush lobby furniture.
- Clean directory glass, and spot clean lobby glass.
- Sopot clean doors and walls.
- Dust mop and damp mop all hard surface floors.
- Damp mop tile using neutral cleaner only.

General Areas/ Conference Rooms

- Vacuum all high-traffic areas.
- Sweep or dust all exposed concrete, vinyl, asphalt, rubber and similar flooring. Pick up spillage as needed.
- Damp mop and thoroughly clean vinyl flooring.
- Dust all desks, if cleared.
- Remove all gum and foreign matter in sight.
- Empty and clean all waste receptacles and replace liners. Remove waste material to building trash bin.
- Clean all furniture tops.
- Check & clean all high and low ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc.
- Disinfect and wash clean all water fountains and water coolers in tenant areas.

Restrooms

- Wash all floors with germicidal disinfectant and remove all spots and stains.
- Wash and polish all mirrors and bright work.
- Wash and wipe dry all plumbing fixtures.
- Wash and disinfect all toilet seats, both sides.
- Scour, ash and disinfect all basins and bowls.
- Empty paper towel trash receptacles and dispose in building trash receptacle. Replaced trash liners.
- Fill soap dispensers and paper towel dispensers.
- Fill toilet tissue dispensers.
- Clean and wash receptacles and dispensers.
- Remove fingerprints and spots from walls.
- Remove all unauthorized marks and writing from walls, etc.
- Report all maintenance problems to building manager (dripping faucets, broken fixtures, etc.)

SCOPE OF WORK (cont.)

WEEKLY

Entrance/Lobbies/ Common Areas/Hallways	<ul style="list-style-type: none"> • Dust and spot clean walls and baseboards. • Clean door jambs.
General Areas/ Conference Rooms	<ul style="list-style-type: none"> • Disinfect and thoroughly clean all telephones. • Wipe clean all bright work. • Thoroughly vacuum and spot clean all carpeted areas wall to wall. • Remove fingerprints from all painted surfaces near light switches, entrance doors, etc.
Restrooms	<ul style="list-style-type: none"> • Pour water down floor drains

MONTHLY

Kitchen/Break Room Areas	<ul style="list-style-type: none"> • Clean inside and out per client specifications.
General Areas/ Conference Rooms	<ul style="list-style-type: none"> • Thoroughly hand dust and wipe clean all furniture, file cabinets, shelving fixtures, picture frames, and all other high or low dusting areas with a chemically treated cloth. • Dust all baseboards with damp cloth. • Vacuum or brush all upholstered furniture. • High dust lighting and ventilating ducts.
Restrooms	<ul style="list-style-type: none"> • Dust and clean walls (washed tiled walls and partitions) • High dust wall, light fixtures and ventilation grills. .

Things the City of Clemson will furnish

- All paper products
- Trash can liners
- Hand soaps
- Batteries
- Roll carts at locations for the trash

Things you will need to furnish

- Your own cleaning equipment (mops, vacuums, rags, dusters, etc.)
- Cleaning chemicals
- Labor and supervision

Cleaning Locations

- 1250 Tiger Blvd Suite 1 Clemson, SC 29631 (CJIS Training needed)
- 1198 Tiger Blvd Clemson, SC 29631 (CJIS Training needed)
- 102 Nettles Park Rd Clemson, SC 29631
- 1200 Suite 2 Clemson, SC 29631
- 214 Butler St. Clemson, SC 29631
- 1155 Old Central Rd Clemson, SC 29631
- 740 Issaqueena Trail Central, SC 29630

Best Times for Cleaning

- After 5:00pm Monday thru Friday

We will have two days for you to measure or for you to do a walk through the locations.

- October 7th, 2021 Starting at 9:00am
- October 14th, 2021 Starting at 9:00am