



REQUEST FOR PROPOSAL

Janitorial Service @ Rock Hill/York County Airport

Sealed competitive bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 10:00 A.M. local time on **March 30, 2010** at which time they will be opened publicly and read aloud. The requested janitorial service is for our Airport Terminal. The term of this agreement is 12 months with three (3) twelve (12) month options, for a total of 48 months, if options are exercised.

The bid opening will begin promptly at the appointed time in the Conference Room of the City of Rock Hill Operations Center, located at 349 Columbia Avenue, Rock Hill S.C. No bid may be submitted after the bid opening begins.

No bid may be withdrawn for a period of thirty (30) calendar days after the bid opening.

Bids may be mailed to the Purchasing Division, City of Rock Hill, P.O. Box 11706 Rock Hill, South Carolina 29731 or hand delivered to the Purchasing Office, located in the Warehouse/Garage Complex on Columbia Avenue, (adjacent to the Operations Center) prior to the appointed time of the bid opening.

The contract period will begin on the designated date and continue until completion. All prices quoted must be valid for the duration of the contract.

All bidders must comply with all State, Federal, local laws and ordinances regarding fees, insurance, licensing and bidding requirements.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000, an Insurance Certificate on the ACORD form is acceptable. The City of Rock Hill Insurance forms included herein are to be used to submit evidence of required coverage.

A MANDATORY pre-bid conference will be held at the Rock Hill/York County Airport located @ 550 Airport Road, Rock Hill, SC 29732 on March 16, 2010 @ 10:00 A.M. Your bid will not be considered if you do not attend this meeting. Please call (803) 329-7072 for directions.

Payment to contractor will be in monthly increments upon receipt of invoice from the contractor and approval by the Airport Supervisor.

All prices quoted are to include all material, supplies, equipment, and labor to perform the stated task in a workmanlike manner. All prices are to include all applicable taxes and materials.

If an award is made, it will be to the lowest responsible and responsive bidder meeting all specifications, terms and conditions.

Should all bids be higher than the amount allocated by the City of Rock Hill for this purchase, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decision it deems to be in its own best interest.

The City reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest.

This contract is to start on **May 01, 2010** and run through the term as outlined in the agreement.

All bids must be in a sealed envelope and marked **“SEALED BID; JANITORIAL SERVICES, Rock Hill/York County Airport; OPEN: March 30, 2010 10:00 A.M.”**

WMBE STATEMENT

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Indemnification: Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

Illegal Immigration Reform Act Compliance: "The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled "Unauthorized Aliens and Public Employment" and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors."

City Business License: The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business license Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Local Purchasing: It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible. Contractor and or business must make every reasonable attempt to hire local Rock Hill/York County residents. Selected contractor(s) must make every reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid to a local business with a valid City of Rock Hill Business License. Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses. Special consideration may be given to companies that have products produced and/or manufactured in the United States.

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It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuant of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

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Questions regarding insurance requirements should be directed to Dorothy Archie @ (803) 329-7025. For questions regarding required services, contact Eric Ramsdell @ (803) 329-5560. Contact Marty Burr @ (803) 329-5551 with questions about bid terms and conditions.

INSTRUCTIONS TO BIDDERS

Bidders are to use the Bid Sheet provided herein for submission of bid.

Insurance and business license forms are to be submitted only by the successful bidder.

Indemnity Provision is to be signed and submitted to the City of Rock Hill, only by the successful bidder.

The contract will start on **May 01, 2010** for a period of 12 months with three (3) twelve (12) month renewal options.

City of Rock Hill will supply contractor all of the restroom needs (toilet paper, hand towels, hand soap, and air fresheners).

Contractor will be responsible for all cleaning equipment, supplies, and labor to perform said tasks.

The City of Rock Hill will provide a secure area for contractor to store cleaning equipment.

The bid is to be expressed in terms of a monthly fee for providing all services detailed herein.

The City of Rock Hill reserves the right to terminate this contract at any time by submitting written notice to the contractor at least thirty (30) calendar days in advance.

Hours of operation: Work can be performed from 7:00 PM to 8:00 AM Monday through Friday.

Please list three business references that you are currently engaged in similar type practice. Also, include person of contact, phone number and address for each.

1. _____

2. _____

3. _____

BID SHEET

We the undersigned, affirm that we have read, and understand, the terms, conditions, and the scope of services as stated in this bid solicitation. In accordance with the same, we hereby submit the following proposal:

Provide janitorial services for City of Rock Hill, Airport Terminal for a period of twelve (12) months at a monthly rate of:

\$ _____ **per month**

Company Name: _____

Address: _____

Name of Officer: _____

Signature: _____

Title: _____ Date _____

Phone # _____ Fax# _____

E-mail _____ No. of Years in Business _____

S.C. CODE OF LAWS

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section "C" on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.



**Enhancing Local Businesses and Employment Opportunities in the
Rock Hill/York County Area**

Please list all employees' names, cities and states of residence that will be working on this project. (Attach separate sheet if necessary).

Name	City/Town	State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all businesses to be used for purchasing materials and supplies.

Product	Company	Address, City, State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INDEMNITY PROVISION

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated _____
between the City of Rock Hill and _____ for

(contractor)

(service or products)

NAME _____
PRINT NAME _____
TITLE _____
COMPANY _____



No Idling Policy

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.