

**TOWN OF SMITHFIELD
NORTH CAROLINA**



**REQUEST FOR PROPOSALS
JANATORIAL CLEANING SERVICES
FOR TOWN OF SMITHFIELD**

RFP NO. 21-001

Proposals Due Date:

**July 23, 2020
11:00 A.M.**



JANITORIAL CLEANING SERVICES FOR TOWN OF SMITHFIELD

SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Town of Smithfield and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Town pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide Janitorial Cleaning Services. The selected contractor is to perform the work on a weekly basis at the Town water plant for the Town of Smithfield.
- 2.0 **BACKGROUND:** The Town desires a private contractor to perform these services to maintain a clean and healthy operating environment at the Town water plant.
- 3.0 **TOWN DESIGNATED REPRESENTATIVE:**
Mr. Dale Boyette
Water Plant Superintendent
Town of Smithfield
515 N. Second Street
Smithfield, NC 27577
(919) 934-2661
Dale.boyette@smithfield-nc.com

Should Any proposing contractor request a visit to be familiar with the site, please contact Mr. Boyette to coordinate the visit.

- 4.0 **WORK REQUIREMENTS:** The Contractor is to clean the Town water plant on Mondays, Wednesdays and Fridays of each week. The following is the list of services expected:

Service Expected Each Visit:

1. Empty all waste receptacles and remove trash to the dumpster located on site
2. Sweep lobby, steps, and hallway and damp mop on each service with neutral cleaner
3. Clean all bathrooms complete and fixtures - sanitize (2 bathrooms upstairs, one downstairs); disinfect toilets & urinals; clean all wash basins and wet mop bathroom floors
4. Clean & sanitize all drinking fountains and polish with cleaner
5. Refill all paper towels, toilet paper, and soap supplies as needed (soap and paper products provided by the Town)
6. Clean all glass entrance doors and side panels, inside and outside
7. Kitchen area – wipe down counters, tables / spot clean outside of cabinets / clean sink and fixtures / clean microwave, inside and outside / clean outside of stove and wipe out inside of stove
8. Meeting Room – check and dust furniture as needed. Empty trash

Services Expected Twice per Week:

1. Dust office furniture and equipment – wipe down ledges, sills, pictures, clocks, signs, etc.
2. Vacuum floors in the office and conference room (both downstairs). Vacuum entry mats.

Service Expected Once per Week:

1. Apply polish to all desks that have been cleaned off and to conference room table
2. Clean and sanitize light switches all telephones, door knobs, handles and push plates

Service Expected Once per Month:

1. Wash all restroom ceramic wall tiles and wipe down hall walls
2. Vacuum & dust all chair seats
3. Wipe down vents & returns (12' step ladder)
4. Wipe down all door jambs and baseboards in the building
5. Wipe don light covers and remove bugs form inside light covers (high step ladder)

The Town will provide toilet paper, paper towels & large trash bags. The Town will provide storage space for the Contractor to use for supplies and/or tools. The Contractor is expected to provide all necessary cleaning chemicals & cleaning accoutrements to perform the work.

- 5.0 **SCHEDULES/TIMELINES:** The initial term of the contract is from September 1, 2020 through June 30, 2021. It is presumed the work will be performed weekly; on Monday, Wednesday and Friday. The facility is open daily, from 7:00 am through 4:00 pm. The Contractor will observe Town Holidays, and other closings, and will not work after hours, unless prior permission & coordination is provided by the Town.

Should the Contractor provide satisfactory service, the contract may be renewed annually, for up to three (3) consecutive years. The renewal of the contract term will be determined each year, by May 31.



PROPOSAL FORM

The Town of Smithfield invites your proposal to provide Janitorial Cleaning Services for the Town water plant in the Town of Smithfield. Proposals will be received until 1100 a.m., on July 23, 2020 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Smithfield.

ITEM NO. 1

This item shall include labor, materials, supervision, equipment, transportation, appliances, and materials to perform all operations required for janitorial cleaning services, as specified in the Section 4.0 "Work Requirements" (above).

Item No.	Description	Units	Estimated Quantity	Proposed Rate (per month)
1	Cleaning Services	per	Monthly billing	\$ _____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: _____

Authorized Signature:

Name _____

Title _____

Firm Name _____