

# Request for Proposals

## Cleaning Services Contract for Town Hall, Town Center, Robert B. Blythe Building & Police Department

The Town of Huntersville will accept sealed bids until 2 p.m. on Wednesday, May 18, 2016, at Town Hall, 101 Huntersville-Concord Road, Huntersville, NC for cleaning services of Town Hall, Town Center (portion of building), Robert B. Blythe Building and the Police Department, at which time and place, bids will opened and read aloud. A tour of each facility will be by appointment only by contacting Janet Pierson, Town Clerk at 704/875-6541.

A copy of the RFP is available at the Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC 28078 or by contacting Janet Pierson, Town Clerk at (704) 875-6541 or [jpierson@huntersville.org](mailto:jpierson@huntersville.org).

The contract terms and conditions specify a three 3-year term (July 1, 2016 to June 30, 2019) with extensions contingent on approval by the Town. The contract services for this proposal will begin July 1, 2016.

## **Cleaning Services Requirements and Specifications:**

Cleaning services will take place at the following locations:

Town Hall – 101 Huntersville-Concord Road  
Town Center – 105 Gilead Road  
Robert B. Blythe Building – 102 Gilead Road  
Police Department – 9630 Julian Clark Avenue

### **Requirements:**

The total monthly charge for services represents the following:

1. Labor and Supervision
2. Materials and Equipment for cleaning services i.e. supplies to commence service.
3. Payroll, payroll taxes, insurance, etc.
4. One contract:
  - Invoices mailed separately.
    - Town Hall, Town Center, Robert B. Blythe Building and Police Department

## **Huntersville Town Hall (8,400 square feet):**

Work shall commence nightly or after 5 p.m.

Two (2) nights a week (Wednesday and Friday);

### **Daily:**

- Clean/Sanitize restrooms
- Replenish paper towel and toilet paper holders in all locations
- Empty Trashcans
- Dust Mop tile floors
- Wet mop tile floors
- Vacuum Building
- Break room (clean/sanitize countertops, tables and sink)
- Wipe down desktops and countertops
- Clean glass doors

### **Monthly:**

- Dust partitions/baseboards/blinds
- Wipe window sills (as needed)
- Wipe fingerprints/dirt from doors (as needed)
- Sanitize phones

## **Huntersville Town Center (20,048 sq. ft.):**

### **3<sup>rd</sup> Floor (18,264 sq. ft.) and a portion of the 2<sup>nd</sup> Floor (1,784 sq. ft.)**

Work shall commence nightly after 5pm

Three (3) nights a week (Monday, Wednesday & Friday);

Work shall include the entire 3<sup>rd</sup> Floor (offices, restrooms, kitchen/break room, stairwells, conference rooms, corridors, and elevators) and a portion of the 2<sup>nd</sup> Floor including the Work Room, front stairwell, and corridor.

The Parking Deck elevator is to be serviced daily as well. Doors, inside and out, shall be wiped down, debris & trash inside elevators removed. The doors on all three (3) levels are to be included as part of the servicing.

#### **Daily (M, W, & F):**

- Clean/Sanitize restrooms.
- Replenish paper towels, hand soap and toilet paper in all locations.
- Empty Trashcans
- Dust Mop tile floors
- Wet mop tile floors
- Kitchen-clean/sanitize counter-top, tables and sink.
- Entry from 1<sup>st</sup> floor, wipe fingerprints from doorway and elevator doors.
- Wipe fingerprints from elevator doors and windows on 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- Vacuum Building
- Vacuum elevator and mats at entry.
- Vacuum offices/workrooms/conference rooms/community room
- Check stairwell for trash and sweep, as needed.
- Sanitize water cooler trays.
- Inspect showers on 3<sup>rd</sup> Floor weekly – both mens/womens individual restrooms

#### **Monthly:**

- Wipe window sills
- Clean office window panels and any hand prints, smears, streaking, etc. on door panels.

## **Robert B. Blythe Building (8,200 sq. ft.)**

Work shall commence daily after 1:00 p.m.

Four nights a week (Monday, Wednesday, Thursday and Friday)

Work shall include offices, restrooms, kitchen/break room, foyer, conference rooms, & corridors.

### **Daily (M, W, F)**

- Clean/Sanitize restrooms
- Replenish paper towel and toilet paper holders in all locations.
- Empty Trashcans
- Dust Mop tile floors
- Wet mop tile floors
- Kitchen – clean/sanitize countertop, tables and sink
- Lobby – wipe fingerprints from entry doors.
- Vacuum Building
- Vacuum mats at entry
- Vacuum small offices and multi-purpose rooms
- Sanitize water coolers

### **Monthly:**

- Dust windowsills and window blinds

## **Huntersville Police Department (24,000 sq. ft.)**

Work shall commence daily after 8 a.m. and completed no later than 5 p.m.

Five (5) days a week (Monday through Friday)

### **Daily:**

- Clean/sanitize restrooms (upstairs/downstairs)
- Replenish paper towel and toilet paper holders in all locations (upstairs/downstairs)
- Empty trash cans in all areas\* of the building (exception – Arrest Processing Area)
- Dust mop tile floors
- Wet mop tile floors
- Break Room (clean/sanitize countertops, tables and sink)
- Clean Chief's bathroom

### **Weekly:**

- Vacuum Building (Upstairs/Downstairs)
- Roll Call Room (wipe down tables/desktops, sweep/mop floor, empty trash)
- Arrest Processing Room (wipe down tables/desktops, sweep/mop floor, empty trash)
- Training Room (Wipe down tables/desktops, vacuum floor & empty trash)
- Multi-purpose Room (Wipe down tables/desktops, vacuum floor & empty trash)
- Exercise Room – vacuum
- Wipe down window sills
- Wipe fingerprints/dirt from glass doors
- Dust lobby area, foyer, common areas (patrol)

\*Areas included: offices, restrooms, break room, training room, multi-purpose room, roll call room

## **Pricing Guideline for Additional Requested Cleaning**

### Floor:

- A. Upon request, the following services will be performed for an additional fee:
  - a. Carpet Cleaning
  - b. Strip, reseal and refinish tile floors

### Windows:

- A. Upon request, windows will be washed for an additional fee per square foot of surface glass:
  - a. Interior surfaces
  - b. Exterior surfaces
  - c. Exterior surfaces (2<sup>nd</sup> floor & higher)

**Specifications Required (no exceptions):**

1. Comprehensive Liability
  - a. Bodily Injury Liability: \$1,000,000 minimum
  - b. Property Damage Liability: \$1,000,000 minimum
2. Worker's Compensation Coverage
  - a. \$100,000 per person/disease; \$100,000 per accident; \$500,000 policy limit.
3. Employees bonded for theft of client property.
4. Proof of insurance shall be provided to the Town of Huntersville.
5. Employees will be required to fill out a criminal history application and finger-printed.
6. All employees of the successful contractor are required to be citizens of the United States or legally entitled to work here.
7. Must provide Affidavit of Compliance with N.C. E-verify Statutes