

	<b>Florence School District Three</b>  <b>INVITATION FOR BID</b>	<b>Solicitation Number</b> <b>Date Issued</b> <b>Procurement Supervisor</b> <b>Phone</b> <b>E-mail Address</b>	IFB2023-009 April 7, 2023 Hope Gibson (843) 374-8652 hgibson@fsd3.org
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DESCRIPTION: Florence County School District 3 in Lake City, SC is accepting sealed bids for custodial services.

*The Term "Offer" Means Your "Bid", "Qualification", "Qualifications"*

SUBMIT OFFER BY (Opening Date/Time): May 2, 2023 at 1:00 p.m.

NUMBER OF COPIES TO BE SUBMITTED: 1 original and 3 copies

LAST DAY TO SUBMITTED QUESTIONS: April 26, 2023 at 5 p.m.

**Offers must be submitted in a sealed package. Solicitation Number and Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:

**Florence School District Three**  
**Hope Gibson, Director of Finance**  
**125 S. Blanding Street**  
**Lake City, S. C. 29560**  
  
**"IFB2023-009 – "Custodial Services "**

<b>CONFERENCE TYPE: <u>Mandatory Pre-Bid</u></b> <b>DATE / TIME: April 19, 2023 at 10:00 a.m.</b> As appropriate, see "Conference – Pre-Bid/Qualification" & "Site Visit" provisions	<b>LOCATION:</b> FSD3 Administrative Offices 125 S. Blanding St. Lake City, SC 29560
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<b>AWARD&amp; AMENDMENTS</b>	This solicitation, any amendments and award, will be posted at the following web address: <a href="https://www.florence3.k12.sc.us/departments/finance/requests_for_proposals/requests_for_proposals">https://www.florence3.k12.sc.us/departments/finance/requests_for_proposals/requests_for_proposals</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or qualification, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date

<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)  <b>AUTHORIZED SIGNATURE</b> <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)</small> <b>TITLE</b> (Business Title of person signing above)  <b>PRINTED NAME</b> (Printed name of person signing above)	<b>OFFEROR TYPE:</b> <small>(Check One)</small> <input type="checkbox"/> Small <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____  (See provision entitled "Signing Your Offer")
Instructions regarding Offeror's Name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only One legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
<b>STATE OF INCORPORATION</b> (If Offeror is a corporation, identify the state of Incorporation.)	
<b>TAXPAYER IDENTIFICATION NO.</b> (See "Taxpayer Identification Number" provision)	

**PAGE TWO**  
**(Return Page Two with your Offer)**

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address			

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)			
<input type="checkbox"/> Payment Address same as Home Office Address		<input type="checkbox"/> Order Address same as Home Office Address		
<input type="checkbox"/> Payment Address same as Notice Address (check only One)		<input type="checkbox"/> Order Address same as Notice Address (check only One)		

<b>ACKNOWLEDGEMENT OF AMENDMENTS</b>								
ACKNOWLEDGMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offeror acknowledges receipt of amendment(s) by number and its date of issue.								
See "Amendments to Solicitation" Provision								

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
See "Discount for Prompt Payment" clause				

## **Request for Bid Instructions**

All qualifications must be executed and submitted in a sealed envelope. The face of the envelope shall contain the qualification title, the qualification number, and the date and the time for the qualification closing.

Qualifications not submitted in accordance with these instructions will be subject to rejection. Florence County School District Three assumes no responsibility for unmarked envelopes being considered for award.

All amendments to, interpretations and questions of this solicitation shall be in writing via email or fax to the director of finance. The school district shall only be legally bound by any amendment or interpretation that is in writing. Should an offeror find discrepancies or ambiguities in or omissions from the qualification documents, or should be in doubt as to their meaning, he shall at once, and in any event not later than seven (7) days prior to the qualification due date notify the procurement supervisor. Should an offeror desire any explanation regarding the meaning or interpretation of the qualification documents, request should be made at least seven (7) days before the date established for submission of qualifications to the director of finance. Any change interpretation and or response to questions will be in the form of a written addendum to specifications and will be furnished to all offerors via the district's website: [https://www.florence3.k12.sc.us/departments/finance/requests\\_for\\_proposals/requests\\_for\\_proposals](https://www.florence3.k12.sc.us/departments/finance/requests_for_proposals/requests_for_proposals), and its receipt by the offeror shall be acknowledged on the qualification schedule. It shall be the offeror's responsibility to make inquiry as to the addendum issued. All addendum(s) shall become a part of the qualification document, and all offerors shall be bound by such addendum(s) whether or not received by the offeror.

All prices and notations shall be printed in ink or typewritten. Errors shall be crossed out and corrections entered and initialed by the person signing the qualification. Erasures or use of typewritten correction fluid may be cause for rejections. No qualification shall be altered or amended after the specified time for opening.

Offerors are to visibly mark as "Confidential" each part of their qualification that they consider to be proprietary information.

### **Conditions**

Qualifications, amendments thereto, or a withdrawal request received after the time advertised for qualification opening will be void regardless of when they were mailed.

All taxes, other than South Carolina sales tax, on any item that the school district may be required to pay must be shown separately and not included in the qualifications prices.

The school district reserves the right to reject any qualification that contains prices for services that are inconsistent or unrealistic when compared to other prices in the same or other qualifications if such action would be in the best interest of the school district. Ambiguous

qualifications which are uncertain as to terms, delivery, or compliance with specifications may be rejected or otherwise disregarded. The right is reserved to reject any qualification in which the delivery time indicated is considered sufficient to delay the operation for which the project or service is intended.

Award(s) will be made to the responsible offeror who submits a responsive qualification which is most advantageous to the school district and meets district standards. Award(s) will be posted on the district's website:

[https://www.florence3.k12.sc.us/departments/finance/requests\\_for\\_proposals/requests\\_for\\_proposals](https://www.florence3.k12.sc.us/departments/finance/requests_for_proposals/requests_for_proposals).

Offerors must, upon request of the school district, furnish satisfactory evidence of their ability to provide services in accordance with the terms and conditions of these specifications. Officials of Florence County School District Three may make such investigations as deemed necessary to determine the ability of the offeror to perform such work. The school district reserves the right to make the final determination as to the offerors ability to provide the services requested herein and to reject any offeror if evidence fails to indicate that the offeror is qualified to carry out the requirements of the qualification documents.

Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this qualification. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this qualification or to the contract.

All applicable laws, regulations, ordinances, etc. shall be deemed to be part of these specifications, and the specifications shall be read and enforced as though they were included.

Upon award of contract under this qualification, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that he is authorized and/or licensed to do business in this state, by submission of this signed qualification, the offeror agrees to subject itself to the jurisdiction and process of the courts of South Carolina as to all matters, and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the state.

The successful offeror shall indemnify and save harmless Florence County School District Three and all its agents and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.

The successful offeror will comply with all federal and state requirements concerning fair employment and the treatment of all employees, without regard or discrimination by reason of race, color, religion sex, national origin or disability.

No contract may be assigned, sublet, or transferred without the written consent of the school district.

In case of default of the contractor, the school district reserves the right to purchase the service in default in the open market, charging the contractor with any excessive cost. Should such charge be assessed, no subsequent qualifications of the defaulting contractor will be considered until the assessed charge has been satisfied.

Any contract entered by the school district resulting from this qualification notice shall be subject to cancellation at the end of any fiscal or appropriated year if sufficient funds have not been appropriated for continuation of the contract.

The offeror shall obtain and maintain all licenses, permits, and insurance and comply with any and all other standards or regulations required by federal, state or city ordinance, regulation or law during the performance of the contract. Contractor shall have a minimum of \$1,000,000 general liability insurance, with a certificate of insurance being issued to the district by the vendor's insurance provider upon proposal award.

Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest. The protest shall be submitted in writing to Hope Gibson, Director of Finance, 125 S Blanding St., Lake City, SC 29560, setting forth the ground and facts applicable thereto for the protest, within 14 days after such aggrieved person knows or should have known of the facts giving rise to thereto, to the superintendent. The filing of a protest shall not stay solicitation or award of a contract unless fraudulent. (Florence School District Three Procurement Policy Article 6-201).

The contract may be canceled at any time by the district in the event services prove to be unsatisfactory.

The school district reserves the right to waive any instruction, condition, or minor specification when considered to be in the best interest of the school district.

**IRAN DIVESTMENT ACT:** By submission of this bid, each offeror and each person signing on behalf of any offeror certifies, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to section 11-57-310.

### **Qualification Terms**

Qualification Authorization and acceptance

Qualifications must be submitted in accordance with the requirements of this request. The qualification must be signed by an official authorized to bind the offer and must contain a statement to the effect that the qualification is firm for the period of at least 90 days from the deadline to receive qualifications. Once awarded, prices are remain firm for the period of the contract. The district reserves the right to accept or reject any or all qualifications received as a result of this request and negotiate with qualified firms. Qualifications will not be accepted after the specified deadline.

### **Confidentiality**

Qualifications and related documents received as a result of this solicitation will not be made available by Florence County school District Three to any person, agency or organization not associated with the selection committee until after an award has been made. However, commercial and/or financial information which is confidential or privileged included in qualifications will not be disclosed if such information has been identified by the firm as confidential in an easily recognized way. All firms who wish to have selected information in their qualifications remain confidential must visibly mark as “confidential” each part of the qualification they consider to contain proprietary information.

#### Preparation of the qualification

All qualifications should be complete and must convey all of the information requested by the district. If significant errors are found in the firm’s qualification, or if a firm’s qualification fails to conform to the requirements of this solicitation, the district may elect to reject the qualification.

#### Oral Presentation

The district may determine that the outcome of the evaluation process indicates that two or more of the qualifications are relatively equal. The district may request an oral presentation by the offerors of these qualifications. Such presentations provide an opportunity for the firms to clarify their qualifications and to insure that a thorough mutual understanding exists between the firm(s) and the district. The procurement supervisor will schedule the time and location for these presentations.

#### Contract Administration

Questions or problems arising after award of this contract shall be directed to Hope Gibson, Director of Finance, Florence County School District Three, 125 S Blanding St., Lake City SC 29560.

#### **Default**

In case of default by the firm, Florence County Scholl district Three reserves the right to purchase services in default in the open market, charging the firm with any additional cost. The defaulting firm shall not be considered a responsible firm until the assessed charge has been satisfied.

#### **Award**

It is the intention of the district to award a contract to the offeror whose qualification is most responsive to the district’s needs within the available resources and the best interest of the district.

The decision of the district shall not be required to furnish any statement or reasons for disqualification of any qualification or why a qualification was not chosen.

#### **Contract Term/Option to Extend**

The initial contract will be for a period of three (3) years. The district reserves the right to extend the contract for two (2) additional years if agreeable with both parties. Prices under this contract are fixed for the first year contract period. The contracted vendor may request a price that may be considered for the next year period. If the increase request is deemed exorbitant, the district may cancel the contract and solicit goods and or served on the open market. All price increase requests must be submitted ninety (90) days prior to the anniversary date of the contract. The price increase may be negotiated within a fair and reasonable market price range.

**Non-Appropriation**

Any contract entered into by Florence County School District Three or its departments, institutions, agencies, political subdivisions or other entities resulting from this request for qualification shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

**Termination**

Subject to the conditions below, the contract may be terminated for any reason by the district providing a thirty (30) day advance notice in writing is given to the firm.

**Termination for Convenience**

In the event that this contract is terminated or canceled upon request and for the convenience of the district without the required thirty (30) days advance written notice, then the district may negotiate reasonable termination cost, if applicable.

**Termination for Cause**

Termination by the district for cause, default, or negligence on the part of the contract shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) day advance notice requirement is waived and default clause in this qualification shall apply. (See **General Conditions** No. 1).

**Assignment**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the district's purchasing department.

**Item Substitution**

No substitutes will be allowed on purchase orders issued by the district without permission from the district's purchasing department.

**Payment**

Payment for services pursuant to a successful contract will be made within thirty (30) days after receipt of a detailed invoice.

**Questioning Related to This IFB**

Questions for the purpose of clarifying any part of this IFB must be delivered or emailed to: Florence County School District Three, Attn; Mitch Driggers, Assistant Director of Maintenance and Facilities, 125 S Blanding St., Lake City SC 29560. E-mail: [mdriggers@fsd3.org](mailto:mdriggers@fsd3.org).

Offerors shall not contact any employee of the district for additional information relating to IFB.

The deadline date for receiving offeror's inquiries will be no later than 5:00 p.m. on April 26, 2023. Questions will be responded to in the form an addendum to [https://www.florence3.k12.sc.us/departments/finance/requests\\_for\\_proposals/requests\\_for\\_proposals](https://www.florence3.k12.sc.us/departments/finance/requests_for_proposals/requests_for_proposals).

Proposal submission dateline will be no later than 1:00P.M. on May 2, 2023.

Offeror is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The district is not responsible for any delays caused by the offeror's chosen means of proposal delivery.

### **Scope of Work**

Florence County School District 3 ("The District" or "Flornce3" is herein soliciting sealed proposals from vendors to provide custodial cleaning services for ten school and administration buildings.

### **General Specifications**

Overview: The general specifications address issues that are cross-over functional areas (maintenance, custodial, and /or grounds).

#### **1. Staff Considerations**

The district requires that all employees assigned to this contract be required to pass a criminal background check and sex offender's background check. The contractor will provide an effective method to capture the time worked by the hourly staff. Please describe your company's attendance and time tracking methodology.

All employees assigned to the district must complete required training prior to beginning work. In addition, all employees must be engaged in an on-going safety training program. Please describe your company's safety training program. All employees assigned to the district must have appropriate license(s) and competencies prior to beginning work. All employees must be engaged in an ongoing technical training program. Please describe your company's technical training program.

The contractor will provide appropriate uniforms with company identification and personal protective equipment to all employees associated with this custodial contract.

#### **2. Mobile Communication Devices**

The contractor will provide mobile phones and devices to facilitate communication with the district staff.

#### **3. Computer and Office Equipment**

The contractor will provide all needed computer, office equipment, and supplies.

#### **4. Quality Control**

Contractor will provide a comprehensive quality control system.

Describe your company's program(s) for quality control

Contractor will provide customer satisfaction surveys

Describe your company's program(s) for customer satisfactory surveys

#### **5. Reporting**

Contractor will provide routine communications within the district.

Contractor will provide monthly written reports noting: Completing training, future objectives, challenges, quality assurance results and work order completion rates. Please provide a sample monthly report.

Contractor will host quarterly meetings with the administration of the district to review accomplishments and establish future objectives. These quarterly meetings will be hosted by the contractor's regional manager and/or their superiors.

**6. Office and Storage Accommodations**

The district will provide adequate office, work, and storage space to support the requirements of this IFB, utilities, desk, phone, and internet services are included in this accommodation.

**7. Hours of Operations, Events and Emergencies**

Normal contractor operating hours are considered 2:00pm to 11:00pm; Monday-Friday.

Normal day porter hours start at 7:30. Numbers of porters per location will be defined in proposal from contractor.

Contractor is expected to respond to emergencies within 3 hours; 24 hours per day, 7 days per week (no exceptions).

Contractor will provide labor and materials to properly support afterschool events.

Summer school will be handled as a regular school week and discussed with contractor on a yearly basis in the spring of each year.

Yearly pricing to anticipate three weeks of summer school at three locations.

Labor and materials used for events beyond the scope of this IFB will be considered billable. Any billable works needs to be approved by the district administration prior to commencement.

8. Where applicable the contractor will give first hiring precedence to employees who are/have been employed with FSD3 as custodians.

**9. Key and card access management**

Keys issued to the contractor will be recorded on a log out sheet and are to be kept for District inspection at all times. Lost keys will be reported to the District representative immediately and all keys will have to be paid for.

Mededco keys are \$50.00, Corbin Russwin keys are \$20.00, Access cards are \$25.00 and are to be paid by the contractor.

**Custodial operations Specifics**

Overview: The custodial operations specifications address contractual issues that are uniquely associated with custodial functions.

1. Labor Specific to Custodial Operations

Contractor will provide on-site management personnel sufficient to satisfy the attached IFB's specifications. (Associated Wages, Taxes and Benefits)

Contractor will provide on-site administrative personnel sufficient to satisfy the attached IFB'S specifications. (Associated Wages, Taxes and Benefits)

Contractor will provide on-site custodial technicians sufficient to satisfy the attached IFB'S specifications. (Associated Wages, Taxes and Benefits)

2. Materials

The contractor will supply all custodial materials and chemicals to adequately complete this contract.

The contractor will provide the district with materials safety data sheets on all products used to be kept in the front office of each location and an online version to be accessible by school staff.

3. Computerized Quality Assurance System

Contractor will provide a computerized Quality Assurance System.

Contractor will pay for license fees related to Quality Assurance System.

Quality Assurance System must be capable of generating effective efficiency reports. Contractor to provide sample reports.

Quality Assurance System to support quality assurance inspection data collection via smartphone and/or tablets.

4. Management of Energy Consumption

Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room.

Cleaning personnel are not to change or override established heating and cooling temperatures in schools.

5. Contractor will be responsible for light bulb change out up to 14' high and report other maintenance needs to the maintenance department as they arise. Interior light bulbs of the fluorescent kind are to be included in this service contract.(exclusion would be cafeteria bulbs).

7. Cleaning Frequencies Area/Assignment

**Classrooms**

Daily (Monday-Friday)

Empty wastebaskets and replace liners

Spot clean walls, ledges, doors, hard surfaces including desktops (removal of graffiti)

Clean and sanitize counters, sinks, and water fountains

Replenish paper towels and soap in all rooms having sinks  
Spot clean all windows and glass partitions  
Dust mop all composition floors (with chemically treated dust mop)  
Spot mop composition floors with all-purpose cleaner  
Vacuum all carpet  
Vacuum walk-off mats  
Secure all exterior doors and windows and turn off lights before leaving room.

#### Weekly

Low dust (floor to 6 feet) all horizontal surfaces to hand height including ledges, shelves, desks, chairs, and tables  
Damp clean baseboards  
Clean all glass surfaces  
Damp clean window ledges  
Remove fingerprints from doors, frames, light switches, kick plates, handles and railings  
Mop composition floors

#### Monthly

High dust (6 feet and above) horizontal surfaces including cabinets, ledges, shelves, vents and pipes  
Dust blinds

#### Semi-Annually

Clean entire surface of desks and chairs including removing gum under surfaces  
Clean carpet to remove all stains, spills and soiled spots  
Clean interior windows  
Refinish all floors (stripping as needed and the placement of wax with 4-6 coats)

#### Annually

Clean all interior and exterior windows  
Clean, Deodorize, and scot guard all carpet and rugs

### **Offices/work areas/libraries/computer lab**

#### Daily (Monday-Friday)

Empty wastebaskets and replace liners  
Dust furniture, including desks, chairs, tables, lamps, etc.  
Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.  
Dust interior window ledges  
Dust/clean telephones  
Clean and sanitize counters, sinks, and water fountains  
Replenish paper towels and soap in all rooms having sinks

Spot clean all windows and glass partitions  
Spot clean desktops/tables  
Dust mop all composition floors (with chemically treated dust mop)  
Spot mop composition floors with All-Purpose cleaners  
Vacuum carpet  
Spot clean carpet to remove all stains, spills, and soiled spots  
Vacuum walk-off mats

#### Weekly

Low dust (floor to 6 feet) all horizontal surfaces to hand height including ledges, shelves, desks, chairs, and tables  
Damp clean baseboards  
Damp clean window ledges

#### Monthly

High dust (6 feet) horizontal surfaces including cabinets, ledges, shelves, vents and pipes  
Dust blinds

#### Semi-Annually

Clean entire surface of desks/tables and chairs including removing gum under surfaces  
Clean carpet to remove all stains, spills and soiled spots  
Clean all interior windows  
Refinish all floors (stripping as needed and the placement of wax with 4-6 coats)

#### Annually

Clean all exterior windows  
Clean, deodorize, and scotch guard all carpet and rugs

#### **Cafeteria Areas**

Cafeteria areas (kitchens are cleaned by day custodians)  
Daily (Monday-Friday)  
Clean tables, chairs, fixtures  
Remove trash from cafeteria area  
Dust mop all composition floors (with chemically treated dust mop)  
Scrub floor with Auto-Scrubber  
Burnish composition floor as needed  
High dust (6 feet) horizontal surfaces including cabinets, ledges, shelves, vents and pipes  
Clean all exterior windows  
Refinish all floors (stripping as needed and the placement of wax with 4-6 coats)  
Clean, deodorize, and scotch guard all carpets

#### **Common Areas (Lobbies/Corridors)**

Daily (Monday-Friday)  
Spot clean interior glass partitions and doors  
Spot clean all walls  
Clean and sanitize water fountains  
Dust interior window ledges  
Dust mop composition floors  
Vacuum carpet  
Spot clean carpet to remove all stains, spills and soiled spots  
Vacuum walk-off mats  
Clean under entrance mats daily, inside and out  
Scrub floor with Auto-Scrubber  
Burnish composition floor (as needed)

Weekly  
Low dust horizontal surfaces  
Damp clean baseboards  
Damp clean window ledges  
Clean interior glass and doors  
Dust furniture and fixtures

Monthly  
High dust (6 feet) horizontal surfaces including cabinets, ledges shelves, vents and pipes  
Clean all hall walls (more often as needed)

Semi-Annually  
Clean, deodorize, and scotch guard all carpet areas.  
Refinish all floors (stripping as needed and the placement of wax with 4-6 coats)

### **Restrooms/Locker Rooms/Athletics**

Daily (Monday-Friday after scheduled activities)  
Empty wastebaskets/dispensers and replace liners  
Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand basin  
Clean and polish chrome fittings  
Clean and sanitize toilet seats  
Clean and polish glass and mirrors  
Wash and sanitize exterior of containers  
Remove spots, stains, and splashes from wall area and counter tops  
Clean and sanitize partitions  
Sweep floors  
Mop floors with germicidal disinfectant at least daily  
Fill expendable supplies in restroom dispensers  
Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railing, etc.

Restrooms will need to be checked for trash and other issues several times a day and cleaned accordingly.

#### Weekly

Low dust horizontal surfaces

Clean walls thoroughly with cleaning and sanitizing solution

Machine scrub floors with germicidal disinfectant (more often as needed)

#### Monthly

High dust above horizontal surfaces including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.

#### Annually

Bathroom tile (stone type) floors need to be stripped down and re-sealed with a grout and tile sealer.

Clean, deodorize, and scotch guard all carpets in these areas

### **Gymnasiums**

#### Daily (Monday-Friday after scheduled activities)

Remove trash and debris from bleachers

Spot clean all bleachers, fixtures, equipment, etc.

Spot clean interior glass partitions and doors

Spot clean walls and doors

Clean and sanitize water fountains

Dust mop composition floors

Spot mop composition floors with All-Purpose cleaner

Vacuum walk-off mats

Sweep floors

#### Weekly

Clean all bleachers (more often as needed)

Clean under bleachers

Damp clean baseboards

Clean interior glass and doors

Dust furniture and fixtures

Machine scrub/mop Gym floor

#### Monthly

High dust (6 feet) horizontal surfaces including cabinets, ledges, shelves, vents and pipes

Clean all walls (more often if needed)

Clean all interior windows

#### Semi-Annually

Clean all exterior windows

Refinish all floors (stripping as needed and the placement of wax 4-6 coats).

Annually

Refinishing of hardwood floors at Ronald E. McNair Junior High and Main Street Elementary gyms to be included in this contract.

**Note: Lake City High School gym annual floor finishing will be the responsibility of FSD3 due to warranties. The contractor will be responsible for cleaning throughout the year.**

### **Athletic Fields, Field House, Press Boxes and Restrooms**

Daily Monday-Saturday as needed during practice and season  
Remove as needed trash and debris from bleachers and surrounding  
Grounds inside of fenced areas  
Clean and sanitize locker rooms and bathrooms  
Vacuum field house carpets  
Check and clean restrooms as needed  
Clean all cobwebs from entrances  
Sanitize all common use items (doors, benches, chairs, tables, etc.)  
Make sure all dispensers are full

Annually

Clean, deodorize, and scotch guard carpet in these areas

### **Grounds Maintenance Surrounding the Building**

Daily (Monday-Friday after scheduled activities)  
Remove trash and debris on ALL grounds  
Sweep/Clean exterior matting and entrances  
Remove cobwebs from all entrances  
Empty exterior trash containers

Semi- Annually

Power wash all sidewalk/entrances to buildings

Special Events (Athletic events, productions, concerts, PTA meetings, Board meetings, etc.)

Check and maintain clean restrooms, halls, lobbies, etc. during the event

Complete daily duties as listed above after scheduled event

## **PROPOSER INFORMATION**

Proposer must respond to each of the following areas of concern. Failure to respond to each of the points may result in your proposal being deemed non-responsive. Respond in the sequence below.

Proposer's main business activities.

Description and capabilities of service/equipment being proposed

Indicate the capability of your company to provide the proposed service to the district.  
Indicate the understanding of criteria listed in the specifications section of this proposal.  
Describe your customer support capability and philosophy. Include response times.  
Provide records of governmental or client litigation, including any debarments, related to your company or its affiliates.

List at least three districts:

Preferably in an education environment of similar size.

List the person who will be responsible for the implement of the service and support thereafter.

Demonstration of company's experience in providing similar services for public projects with emphasis on public school projects.

Cost to school. Itemized costs for service/individual equipment

## **REQUIREMENTS**

Evaluation of proposals

Proposals will be evaluated based on the following evaluation criteria. The award will be made to one or more vendors(s) whose proposal(s) is determined to be most effective to the district.

All proposals will be reviewed for purposes of determining responsiveness and responsibility.

Any proposal that does not meet the essential requirements of the district will be subject to disqualification.

For purposes of responsibility, all information given by the proposer concerning its availability and capability to perform fully the contract requirements and integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in our evaluation will cause your proposal to be disregarded.

If necessary, the highest-ranking offerors may be asked to give presentations to the evaluation team. Upon completion of the demonstrations, offerors' responses may be re-evaluated based on any clarification of the solution being offered to the district for a final evaluation.

The district will award the contract based on the following criteria:

<b>Proposal Criteria Format</b>	<b>Points</b>
Qualifications	5
Company Background and Ability to Perform	5
References	10
Human Resources	5
Proximity	5
Experience on site	5
Employee Transitional/Recruiting/Hiring/ Training	5
Proposed Staffing	10
Operations Plans	10
Implementation Plan	5
Quality Assurance	5
Inspection process	5
Reporting	5
Price	20
<b>Total Points</b>	<b>100</b>

A contract will be awarded with the understanding that the provider will comply all applicable laws governing the issuance of contracts in the state of South Carolina as well as applicable local regulations and laws.

**INSURANCE**

Permits and responsibilities:

Contractors shall, without additional expense to the district, be responsible for obtaining any necessary licenses and permits and for complying with any applicable federal, state or local laws, codes and regulations in connection with the execution of the work. The contractors shall be responsible for all damages to persons or property that occur as a result of his fault or negligence:

<b>TYPE</b>	<b>AMOUNT</b>
Worker’s Compensation	\$1,000,000.00
Comprehension General	\$1,000,000.00 (per occurrence for bodily injury)
Comprehensive Vehicle Liability	\$1,000,000.00 per person
(Per accident for bodily injury)	\$1,000,000.00
(For property damage)	\$1,000,000.00
Property Damage	\$500,000.00 (per occurrence)
Aggregate	\$1,000,000.00
Umbrella or excess of loss Coverage	\$10,000,000 (per occurrence)

Prior to the commencement of work, contractors must furnish to the district, a certificate of insurance coverage showing the district as loss payee. No insurance will be acceptable unless written by a company licensed by the state insurance department to do business in South

Carolina where is to be performed at the time the policy is issued and the company must be acceptable to the district.

Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the contractor from the types of claims set forth below which may arise out of our result from the contractor's operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them or by any one for whose acts any of them may be liable:

Coverage shall be written on an occurrence basis and shall be maintained without interruption from date of commencement of the work until date of final payment.

**REQUIRED DOCUMENTATION.** (A) Prior to commencement of the work, contractor shall provide to the district assigned, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 day notice prior to cancellation, name the district as the certificate holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (B) Prior to commencement of the work, contractor shall provide to the district a written endorsement to the contractor's general liability insurance policy that (I) names the district (II) provides no material alterations, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the district has been given at thirty (30) days prior written notice, and (III) provides that the contractor's liability insurance policy shall be primary, with any liability insurance of the district as secondary and noncontributory. (C) Certificate of insurance must be received directly from the insurance agent or the insurance company.

Contractor shall provide a minimum of thirty (30) days written notice of any proposed reduction of coverage or limits (on account of revised limits or claims paid under the general aggregate) or any substitution of insurance carriers.

The district's failure to demand either a certificate of insurance required by this paragraph is not waiver of contractor's obligation to obtain the required insurance.

**Performance Bond:** The successful Proposer shall furnish within ten (10) calendar days, after written notice is issued indicating proposal acceptance, a performance bond. Contractor shall provide and bear the burden of the cost of the performance bond. The bond shall represent one hundred percent (100%) of the total proposal sum. The bond shall be issued by a Surety Company licensed in the State of South Carolina, with an "A" minimum rating of performance as listed in the current publication of "Best's Key Rating Guide, Property Liability", which shall indicate a financial strength rating of at least five (5) times the total proposal sum. Each bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the proposal bond.

**Services that Exceed the Scope Agreement**

The District may request the Contractor to perform services that exceed the scope of the contract. The Contractor is expected to invoice the District for services that exceed the scope of this IFB. All invoices require prior approval via superintendent or appropriate facilities personnel.

Please indicate the fully loaded cost per hour for additional “special request” work. Materials to be invoiced at cost.

**Custodial** \$ \_\_\_\_\_

The District may request the Contractor to support of weekend/after hour functions. In instances where the District is renting facilities to an external party, the Contractor will be permitted to invoice the District for the expenses directly related to the event. All invoices require prior approval via superintendent or appropriate facilities personnel

Please indicate the fully loaded labor cost per hour for additional “building coverage” work. Materials to be invoiced at cost.

**Custodial** \$ \_\_\_\_\_

**BUILDING LIST**

<b>Building Name</b>	<b>Enrollment</b>	<b>Square Feet</b>
J. Paul Truluck Creative Arts and Science Magnet School	504	66,871 approx.
Dr. Ronald E. McNair Junior High	213	77,825
Lake City High School	583	180,039 approx.
Lake City Early Childhood Center	393	67,000
Scranton Elementary STEAM Academy	360	45,777 approx.
J.C. Lynch Elementary	368	50,000 approx.
Olanta Creative Arts and Science Magnet School	221	44,841
Panther Academy/Lifelong Learning Center	N/A	31,000 approx.
FSD3 Administrative Offices	N/A	38,798
Main Street Elementary	341	65,180
<b>Totals</b>	<b>2,983</b>	<b>667,331</b>





Price Adjustment: Prices shall remain firm for the life of the contract with the exception of equipment/supplies, which shall be handled as described below:

**SERVICES, ORDERING AND PRICES**

Prices shall remain firm during the initial contract period. Any requests for price increases must be submitted to the procurement official at least 90 days prior to the automatic renewal date. These requests should be forwarded by registered mail to ensure delivery. If approved, the prices will go into effect for the next renewal term and remain firm for the term. Requests shall be accompanied by a copy of the manufacturer's official notice of such increases. The maximum price increases will not exceed the percent change from the previous year(s) shown in the most current Consumers Price Index (CPI) for all urban consumers (CPI-U) under "All Items" or the current market conditions as determined by the contract administrator. The District reserves the right to accept the price increases or cancel the contract and will notify the Contractor in writing within fifteen (15) days following the date of request. No increase shall be effective until approved by the District. It is understood and agreed that orders will be shipped at prices in effect on date shown on the District's purchase order. Any decrease in the cost of the finished product due to a general decline in the market price or other effective factors shall be forwarded to the District with immediate inception into the term contract.

### Custodial Contract Cleaning Pricing

Custodial And Related Services	School Name And Location	Price Per Month	Price Per Year
Custodial And Related Services	Lake City Early Childhood Center 906 N Matthews Rd. Lake City, SC 29560		
Custodial And Related Services	J.C. Lynch Elementary 124 Hicks Rd. Coward, SC 29530		
Custodial And Related Services	Dr. Ronald E. McNair Junior High 311 Carver St. Lake City, SC 29560		
Custodial And Related Services	Olanta Creative Arts And Science Magnet School 312 N. Jones Rd. Olanta, SC 29114		
Custodial And Related Services	Scranton Elementary STEAM Academy 1649 US Hwy 52 Scranton, SC 29591		
Custodial And Related Services	Lake City High School (Including Football Stadium at J. Paul Truluck) 652 N. Matthews Rd. Lake City, SC 29560		
Custodial And Related Services	Panther Academy/Lifelong Learning Center 209 Graham Rd. Lake City, SC 29560		
Custodial And Related Services	Main Street Elementary School 318 E. Main St. Lake City, SC 29560		
custodial and related services	J. Paul Truluck Creative Arts And Science Magnet School 319 Carlisle St. Lake City, SC 29560		
Custodial And Related Services	FSD3 Administrative Offices 125 S. Blanding St. Lake City, SC 29560		

## FLOOR FINISHING PRICING

The Contractor will need to furnish prices for the stripping, waxing, and sealing of all floors. This pricing will be for stripping, 3 coats of sealer, and 3 coats of finish on all VCT floors. Furniture moving is to be included in this price. This pricing per school will be in addition to the prices in this bid contract.

<b>Location</b>	<b>Floor finish pricing per school for a single application (moving furniture, stripping, three coats of sealer and three coats of finish)</b>
J Paul Truluck Creative Arts and Science Magnet School	
Dr. Ronald E. McNair Junior High	
Lake City High School	
Lake City Early Childhood Center	
Scranton Elementary STEAM Academy	
J.C. Lynch Elementary	
Olanta Creative Arts And Science Magnet School	
Panther Academy/Lifelong Learning Center	
Fsd3 Administrative Offices	
Main St. Elementary School	

### **EVALUATION/AWARD CRITERIA**

Florence School District Three intends to award a contract resulting from this request for Qualifications to the responsive and responsible offeror whose qualification is determined to be the most advantageous to the district, taking into consideration evaluation factors set forth herein. However, the right is respectfully reserved to reject any and all qualifications. The district shall be the sole judge of whether or not a qualification meets the requirements of this solicitation.

During the review process, the district shall have the right to request from the offerors any other information or evident it deems necessary for evaluation of the qualification and relevant to any one or more of the aforementioned evaluation factors. The failure of any offeror to promptly provide such requested information shall be sufficient grounds for determining the offeror to be non-responsive.