

City of Norcross
Department of Public Works,
John Davis, Public Works Superintendent

**Request for Proposal
(RFP-03-03)**

Janitorial Cleaning Service

The City of Norcross, located in Gwinnett County, is requesting proposals for services of a qualified Janitorial Service Company with verifiable experience to provide janitorial services to maintain the City office buildings located at 65 Lawrenceville Street, 189 Lawrenceville Street, 10 Britt Ave, 168 Wingo Street and 345 Lively Avenue, Norcross, GA 30071. The extent of the work will include, but is not limited to, basic cleaning services, floor care maintenance, and bi-annual or annual specialized services. This request will result in a five-year contract, with an option for either party to exit at the end of each fiscal year, or to renew for another year for a total of five-years.

If you are interested in bidding, sealed bids must be submitted by Friday, March 3, 2023, at 11:00 A.M. Please submit two hard (paper) copies and one soft (PDF or other electronic documents on a SanDisk/flash drive).

Bids should be typed or submitted in ink and returned in a sealed envelope marked on the outside with the Request for Proposal (RFP-03-03), number, and company name. Bids will be received until 11:00 A.M. local time on March 3, 2023, at the Department of Public Works Facility, located at 345 Lively Avenue, Norcross, Georgia 30071. Any bid delivered after this date and time will not be accepted. Bids will be publicly opened and read at 11:05 A.M. Apparent bid results will be available the following business day on the City's website www.norcrossga.net.

A mandatory Pre-Bid conference will be held at 9:00 A.M., Friday February 17, 2023, at the City of Norcross Department of Public Works, conference room located at 345 Lively Avenue, Norcross, Georgia 30071. The conference will include a review of the bid documents and a question-and-answer period. Attendance at the pre-bid Conference is required. Bidders are expected to be familiar with the bid documents and to provide the city with any questions regarding the bid documents at the pre-conference or by the deadline for questions to be submitted.

Questions regarding the bids should be directed to John Davis, Public Works Superintendent, at Jdavis@norcrossga.net no later than February 14, 2023. Bids are legal and binding upon the bidder when submitted. The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the supplier submitting the lowest responsive and responsible bid. The City of Norcross reserves the right to reject any or all bids to waive technicalities and to make an award deemed in its best interest. The City of Norcross reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion.

All companies submitting a bid will be notified in writing of the award. We look forward to your bid and appreciate your interest in the City of Norcross.

John Davis
City of Norcross
Public Works Superintendent

SPECIFICATIONS

This project will consist of a janitorial service for the City of Norcross administrative buildings. The following schedule details the minimum expected requirements for this job.

Description of Work – Administrative Office, the general areas to be serviced Include the following: Lobby & Entrance, Restrooms, General Office Areas, Stairwells, Private Offices, and Class-training rooms.

- Buildings to be service seven (7) days a week Cultural Arts Center -10 Britt Ave. Early Morning Only, after 2:00am before 8:00am
 - Buildings to be service five (5) times a week: (Daily) City Hall - 65 Lawrenceville Street, Evenings After 6:00pm before 6:00am
 - Buildings to be service two (2) times a week: Norcross Welcome Center - 125 Lawrenceville St., Norcross Police Annex Building - 168 Wingo St., and Public Works Maintenance Building- 345 Lively Ave. Evenings After 6:00pm – before 6:00am
1. Empty wastebaskets, replace liner, recycle material in proper receptacles (if applicable)
 2. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth
 3. Vacuum carpeting and runners (as needed)
 4. Dustmop and damp mop hard floors with appropriate method for surface
 5. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
 6. Wipe clean and polish all splash, counters, cabinets, and sinks. (restroom & breakrooms)
 7. Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
 8. Fill soap dispensers, paper towel dispensers, and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
 9. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
 10. Clean and sanitize drinking fountains and door handles
 11. Clean and remove fingerprints from handrails, door glass, interior office windows, elevators, and from all glass-topped furniture
 12. Remove trash recycling to the appropriate outside dumpster
 13. Inspect area; secure doors and lights (doors found locked shall be re-locked)

Areas to be serviced Monthly (1) time per month all buildings as needed:

1. Dust vent covers and binds
2. Clean elevator walls
3. Clean frames, switches, baseboards, high and low dust
4. Pour water down floor drains
5. Dust partition tops, wall hanging, ledges & other horizontal surfaces within reach

Areas to be serviced twice (2) per year, once every six months, all buildings as needed:

1. Buff floors / strip and refinish VCT

REQUIREMENTS

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by owner.

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS PRIOR TO SUBMITTING THEIR BID.

I. General Conditions

A. Qualifications

1. Bids will be considered only from experienced and qualified Janitorial Service Contractor(s) engaged in work of this type and magnitude.
2. Bidders may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible contractor. A list of work of similar character successfully completed within the last two years may be required, providing the location, size, and listing of equipment available for use on this work. Before accepting any bid, the City may require evidence of the contractor's financial ability to successfully perform the work detailed in the contract.

Bidder is required to submit evidence of the following insurance coverages, listing the City of Norcross as additional insured:

- a. General Liability in the amount of \$1,000,000
- b. Statutory Workers' Compensation Insurance:
Employers Liability:
Bodily Injury by Accident - \$10,000 per accident
Bodily Injury by Disease - \$500,000 policy limit
Bodily Injury by Disease - \$100,000 per employee
- c. Property Damage in the amount of \$500,000
- d. Airport & Auto Liability
\$1,000,000 limit of liability per occurrence for bodily injury and property damage
Comprehensive form covering all owned, non-owned, and hired vehicles
- e. Janitorial Services Bond in the amount of \$25,000
- f. The cancellation provision should provide 30 days advance notice of cancellation.
- g. Certificate Holder should read:
City of Norcross, its elected officials, and employees
65 Lawrenceville Street
Norcross, GA 30071

B. Subcontracting

1. A portion of the work specified may be subcontracted with prior approval of owner. The contractor shall supervise subcontractor(s), and guarantee work quality. All anticipated subcontractors and their qualifications must be submitted with the bid.
2. All employees, subcontractors or contractors performing cleaning services in any City-owned building must be submitted to pass a thorough background check which includes a credit examination showing no credit risks and a criminal background investigation with no convictions, other than motor vehicle offenses.

C. Authority to Sign

1. The Bidder should ensure that the proper legal name of his proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the schedule of items.

D. Rights Reserved

1. The City of Norcross reserves the right to reject any, and all bids, waive informalities, or to re-advertise. It is understood that all bids are made subject to this agreement and that the City of Norcross reserves the right to decide which bid it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, work of this type successfully completed, and past performance with the City of Norcross.

2. Bidders are advised to examine specifications carefully and to make examinations of the site of the proposed work as necessary to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully regarding the conditions under which the work will be performed. The City of Norcross will not be responsible for the bidder's errors or misjudgment, nor for any information on location conditions or general laws and regulations.

3. Any unauthorized additions, conditions, limitations, or provisions attached to the bid shall render it informal and may cause for rejection.

II. Award of Contract

A. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City of Norcross, price and other factors considered. The City of Norcross is to make the determination.

B. The bid evaluation will be comprised of the following criteria:

1. Bid price
2. Compliance with specification
3. Ability to deliver product and service
4. Availability of warranty on service and parts
5. Start Date
6. References

C. Prior to the award of the contract, the successful bidder will be required to submit a work schedule to the City, demonstrating the bidder's ability to commence and proceed in a timely manner on the entire City's janitorial contracts for which they are the successful bidder. A bidder's failure to demonstrate the ability to proceed as required may result in the award of one or all of those sections to the next lowest, responsive, and responsible bidder, as deemed in the City's best interest.

D. Failure to demonstrate the ability for simultaneous contract execution and progression will result in, at the City's discretion, the award of any and/or all, of the bidder's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.

E. Prior to the execution of a contract, a Contract Coordination Meeting is required between Contractor(s) and City of Norcross Public Works Division, to ensure clarity and commitments concerning coordinating work schedules, if applicable.

III. Location and Sites

A. The sites of the proposed work are, City Hall 65 Lawrenceville Street, Welcome Center 189 Lawrenceville Street, Cultural Arts Center 10 College Street, Norcross Police Annex Building 168 Wingo Street and Public Works Building 345 Lively Avenue, Norcross, GA

B. The contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as directed by the Department of Public Works.

C. Before submitting a bid, the contractor is required to visit the site and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visits must be confirmed by the Project Manager.

D. The contractor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

IV. Compliance with OSHA Standards and Regulations

The work connected with this contract shall be performed in accordance with all applicable OSHA regulations and standards, including any additions or revisions thereto until the job is completed and accepted by the City of Norcross.

V. Materials

A. Unless otherwise specified in the contract documents, the contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the completion of the Work.

B. All materials and equipment incorporated into the work shall be of good quality and new, except as otherwise provided in the contract documents. All special warranties and guarantees required by the Specifications shall expressly run to the owner's benefit.

VI. Inspection

The City of Norcross does not commit to having a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the contractor of his responsibility to provide quality workmanship in accordance with the specifications. Any test ordered under the supervision of the City that fails to meet standards and retesting that is required will be at the contractor's expense.

VII. Contract Requirements

A. Successful vendor is required to do the following within ten (10) days of Notice:

1. Return to Department of Public Works Division, contract documents executed by the authorized representative attested by the corporate Secretary Treasurer.
2. Provide insurance certificates as specified in the bid documents.
3. Provide bonding as required by the bid documents.

VIII. Miscellaneous Provisions

- A. Schedule: The contractor shall provide to jdavis@norcrossga.net a schedule of janitorial activities, if applicable. The schedule must be presented at least seven (7) days prior to work commencing.
- B. Work Hours: The daily hours will be provided with the notice to proceed.
- C. Disposal of Refuse: The contractor shall be solely responsible for disposing of materials and shall consider, before bidding, the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations.

All trash and debris shall be collected and placed in provided receptacles daily. The contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.

IX. Multiyear Lease/Purchase Contract Requirements – O.C.G.A. § 36-60-13

The City of Norcross is authorized to enter into five-year lease, purchase, or lease-purchase contracts of all kinds for the acquisition of goods, materials, real and personal property, services, and supplies.

- A. Mandatory provisions in such five-year lease, purchase, or lease-purchase contracts:
 - 1. The contract shall terminate absolutely and without further obligation on the part of the City at the close of the calendar year in which it was executed and
 - 2. At the close of the succeeding calendar year for which it may be renewed as provided below.
 - 3. The contract may provide for automatic renewal unless positive action is taken by the City to terminate such contract, and the nature of such action shall be determined by the City and specified in the contract.
 - 4. The contract shall state the total obligation of the City for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and
 - 5. The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City.
- B. Permissive provisions in such multiyear lease, purchase, or lease-purchase contracts:
 - 1. A provision which requires that the contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county or municipality under the contract; or
 - 2. Any other provision reasonably necessary to protect the interests of the City.

X. Requested Content:

All questions must be answered, and the information given must be clear and comprehensive. Add separate sheets if necessary. The written request should provide background information about the company, its employees, and its experience with related projects and related clients (especially governmental). The statement shall be submitted with bid.

- A. Name of Bidder
- B. Permanent main office address, email address, and pertinent contact numbers.
- C. How long (years) has your firm been in the janitorial business under your present name; also, state names and dates of previous firm names, if any; where organized?

City of Norcross
Department of Public Works,
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D. Attach a list of your employees with job titles, responsibilities, and years of experience as they relate to the requirements of this bid document. Provide copies of the results of any, and all background, credit, and criminal checks for any persons working in City buildings.

E. Contract on hand (schedule – showing gross amount of each contract and the approximate anticipated dates of completion).

F. General character of work performed by your company.

G. Have you ever failed to complete any work awarded to you? If so, where, and why?

H. Have you ever defaulted on a contract? If so, where, and why?

I. List the most important contracts recently executed by your company, stating approximate cost for each and the month and year completed.

J. List your major equipment available for this contract.

K. List any subcontractors whom you would expect to use for the contract.

L. With what bank do you do business? Do you grant the City permission to contract this/these situations? Latest Financial Statements, certified audit, if available, prepared by an independent certified public accountant, and may be requested by City. If requested, such statements must be provided within five (5) business days, or the bid proposal will be rejected. A certified audited statement is preferred. Internal statements may be attached only if independent statements were not prepared.

It shall be understood and agreed upon that during the term of this agreement and for a period of three (6) months thereafter, the owner or representative will not directly or indirectly hire any employee of the Contractor.

NON-COLLUSION: VENDOR(S), BY SUBMITTING A SIGNED BID, CERTIFY THAT THE ACCOMPANYING BID IS NOT THE RESULT OF, OR AFFECTED BY, ANY UNLAWFUL ACT OF COLLUSION WITH ANY OTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY OTHER FRAUDULENT ACT PUNISHABLE UNDER GEORGIA OR UNITED STATE LAW

Note:

Please request bidding documents/specifications and submit questions via email only. Submit questions/requests to John Davis via email at jdavis@norcrossga.net.

All questions and requests must be submitted via email prior to February 14, 2023.

Bid Packages are due March 3, 2023, at 11 A.M.

The City of Norcross reserves the right to reject any or all bids, waive technicalities, and make an award deemed in its best interest. We appreciate your interest in the City of Norcross.

Yearly Fee Schedule

Total Contract Year One – 2023	\$
Total Contract Year Two – 2024	\$
Total Contract Year Three – 2025	\$
Total Contract Year Four – 2026	\$
Total Contract Year Five – 2027	\$
Total Contract Price	\$

Event Cleaning

Additional Charges (per after hour events)
Cultural Arts Center - Ballroom 1 st floor, front lobby, restrooms, kitchen (floors, counters wipe down front of appliances) \$
Rectory – 1 st floor, exhibit areas, kitchen (floors, counters, wipe down front of appliances) \$
City Hall – Community Room – vacuuming, cleaning - windows & doors \$

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References:

The contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
Description of Work: _____
Contract Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

2. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____

3. Company Name: _____
Description of Project: _____
Completion Date: _____
Contact Person: _____
Telephone: _____ Fax: _____
Email address: _____