

# Regional Consolidated Services

A Private Nonprofit Human Service Agency  
Dedicated to Helping People Help Themselves

## Solicitation for Cleaning and Light Maintenance at Randolph Co. NCWorks Career Center

*Regional Consolidated Services  
109 N. Main Street  
P.O. Box 487  
Randleman, NC 27317  
336-629-5141 telephone  
336-799-4312, fax*

2021



Posted: Wednesday May 5<sup>th</sup>, 2021

Deadline for submission:  
(noon) on Friday May 21<sup>st</sup>, 2021

*Tammy Wall, WIOA Director  
Krystal Parks, Executive Director  
Lisa Spencer, Deputy Director  
Kathy Franklin, Finance Director*

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## INTRODUCTION

Regional Consolidated Services (RCS) is a private nonprofit human service agency formed for the purpose of advancing the general welfare of the residents in our service area. RCS currently provides services in six North Carolina counties.

This request for bid is for the procurement of cleaning and light maintenance for Randolph County NCWorks Career Center (hereafter referred to as NCWorks) located at 600 S. Fayetteville St. Asheboro, NC 27204

NCWorks public office hours are Monday, Wednesday, Thursday and Friday - 8:30am-5:00pm Tuesday - 8:30am-7:00pm. However, due to varying work schedules and responsibilities, some employees may arrive earlier or stay later.

We are seeking cleaning and light maintenance services inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of the RFP. RCS is offering a one-year agreement with the possibility of two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid must be quoted based on an all-inclusive lump sum cost for the agreed scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.

## SCOPE OF WORK

The table below details the work to be completed on a:

- W - weekly
- M - monthly
- A – annual
- X - as needed basis.

<b>CATEGORY</b>	<b>FREQUENCY</b>	<b>DESCRIPTION OF WORK</b>
Carpets	A	Deep clean all carpets
Carpets - all areas	W	Vacuum and spot clean all carpeted areas
All areas	W	Clean and sanitize phones
All areas	W	Sweep, mop, or vacuum non carpeted areas
All areas	W	Empty all waste receptacles and trash cans (not recycling containers)
All areas	W	Dust all horizontal surfaces (excluding desks) such as filing cabinets, bookcases, shelves, lobby counter, etc.
All areas	M	Clean glass doors and windows
All areas	M	Dust accessible baseboards
All areas	X	Replace waste receptacles with new liners as needed
Conference Room	W	Polish conference room tables
Conference Room	X	Clean chairs so they are free of dust, lint, food, etc
Lobby/Reception	W	Polish tables
Lobby/Reception	X	Clean sofas/chairs so they are free of dust, lint, food, etc.
Outside	W	Empty one smokers receptacles
Restrooms	W	Clean and sanitize toilet seats and toilet bowls
Restrooms	W	Clean and sanitize sinks and fixtures
Restrooms	W	Clean mirrors and dust light fixtures

- The contractor will supply all paper towels, toilet paper, tissues, hand sanitizer, and garbage bags (based on agreed upon price)
- The contractor will provide competent, trained, and experienced staff of the highest standards
- The contractor will consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to RCS continues uninterrupted
- The contractor will provide all necessary equipment, tools, and materials for cleaning services
- The contractor will be responsible for any loss of RCS property due to theft, errors, or mistakes of its employees
- Services will be provided after hours or on weekends.
- The contractor must have a valid business license and carry the following insurances: auto, general liability, and workers compensation (if applicable).

## REQUEST FOR BIDS

### CLEANING AND LIGHT MAINTENANCE SERVICE

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Bids will be received until 12:00 noon on May 21<sup>st</sup>, at the office of Regional Consolidated Services, 109 N. Main St. Randleman, NC 27317

1. Bids will be opened at 10am on Monday May 24<sup>th</sup>, 2021 at the RCS administrative office.
2. Bids will be awarded to the lowest responsible bidder taking into consideration experience, quality, and performance.
3. RCS officials will be the sole judge as to the acceptability of any offers and reserves the right to reject any or all bid proposals.
4. Each bidder must submit a proposal on the enclosed bid proposal form. An authorized official of the bidding firm must sign the bid. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
5. Questions concerning bid requirements or specifications should be directed to the Tanzy Sierra, in writing via email to [tsierra@regionalcs.org](mailto:tsierra@regionalcs.org). All bids must be submitted in a sealed envelope and addressed to:

Regional Consolidated Services  
Tanzy Sierra  
109 N. Main Street  
Randleman, NC 27317

Please specify on the envelope:  
Bid for Cleaning and Light Maintenance Services  
Randolph County NCWorks Career Center

## SPECIFICATIONS

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Provision of cleaning and light maintenance services required for Randolph County NCWorks in Asheboro NC.

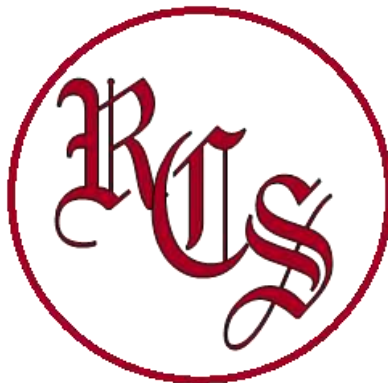
1. The bid amount is the charge for labor for general facilities cleaning and light maintenance. Light maintenance would consist of things such as replacing light bulbs, testing smoke detectors, and replacing batteries, etc.
2. Additional services upon request according to contract.
3. Paper towels, toilet paper, tissues, hand sanitizer, and garbage bags will be provided by contractor based on agreed upon pricing.
4. Supplies and materials necessary for cleaning and maintenance will be provided by contractor.
5. Services will be provided after hours or on weekends.
6. The bidder must have a valid business license and carry the following insurances: auto, general liability, and workers compensation (if applicable).
7. The Randolph County NCWorks Career Center building is 8000 square feet containing:
  - 1 downstairs lobby
  - 2 downstairs Computer Lab
  - 2 downstairs restrooms
  - 1 downstairs kitchen
  - 1 downstairs copier room
  - 1 downstairs storage room
  - 1 downstairs fax room
  - 7 downstairs offices
  - 1 downstairs reception area
  - 1 upstairs lobby
  - 1 upstairs Computer Lab
  - 2 upstairs restrooms
  - 1 upstairs copier room
  - 1 upstairs storage room
  - 5 upstairs offices
  - 2 upstairs conference rooms
  - 1 upstairs youth lounge
  - Entrance way at the steps coming in front door (upstairs and downstairs)
8. Duties would include:
  - a. Removal of trash from each room
  - b. Replacement of trash bags
  - c. Vacuum all carpeted areas being sure to vacuum under and as close around desks, chairs, baseboards, and tables as possible
  - d. Mop all tiled surfaces: kitchen, restrooms, entries
  - e. Clean restrooms including toilets and sinks, as well as cleaning mirrors and dusting light fixtures
  - f. Dust open surfaces
  - g. Removal of cobwebs
9. Other duties:
  - a. Clean glass (windows, doors) as needed but at least monthly
  - b. Deep clean carpet once per year

The bid submitted must include the names, addresses, and telephone numbers of three references that can attest to the recent and past performance of the bidder in related work.

# Regional Consolidated Services

## Bid Packet

This entire section  
must be completed  
and submitted no later than  
12:00 noon, Friday May 21<sup>st</sup>, 2021  
in order to be  
considered for this  
bid solicitation.



Helping People Help Themselves

Regional Consolidated Services  
 Post Office Box 487  
 Randleman NC 27317

## Official Bid

In compliance with this request for bids, subject to all conditions and specifications thereof, the undersigned offers and agrees, if the bid were accepted within 30 days, to enter into the contract and to commence provision of services within 14 days of the award of the bid. The bidder further acknowledges there is no guarantee the agreement will be extended for one or both option years.

First Year Agreement					
Per month	\$				
Hourly rate for any ad-hoc work requested that is outside the regular scope of work	\$				
Annual carpet cleaning	\$				
Supplies: Individually priced*	Paper Towels	Toilet paper	Tissues	Hand sanitizer	Garbage bags
	\$	\$	\$	\$	\$

Option Year		
	First	Second
Per month	\$	\$
Hourly rate for any ad-hoc work requested that is outside the regular scope of work	\$	\$
Annual carpet cleaning	\$	\$
Supplies:* will be re-evaluated yearly if an extended option is accepted		

Business Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
 Printed name of authorized representative

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

*(Member of firm or person authorized to sign bid for company)*

Please complete this questionnaire and submit it with your bid.

1. How many years experience do you have in the cleaning profession?

Number of years in residential cleaning \_\_\_\_\_

Number of years in commercial cleaning \_\_\_\_\_

2. Were you ever employed by someone else who provided cleaning services? \_\_\_\_\_

If yes, please provide name(s) and contact information so we may contact them for a reference.

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3. Who will be performing services for RCS:

\_\_\_\_\_ You alone

\_\_\_\_\_ A crew of \_\_\_\_\_ (how many) without you on site

\_\_\_\_\_ You and a crew of \_\_\_\_\_ (how many)

4. If a crew provides the service without you on site, will you inspect the work when complete? \_\_\_\_\_

5. RCS does not contract with individuals. Do you have a business bank account? \_\_\_\_\_

A business license? \_\_\_\_\_

6. Please attach certificate of insurance for: Auto, general liability, and workers compensation (if applicable) \_\_\_\_\_

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7. Do you have any industry affiliations or professional certifications? \_\_\_\_\_

If yes, please list:

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8. How do you handle complaints? \_\_\_\_\_

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9. If storing supplies at NCWorks, will you keep MSDS (material safety data sheet) at NCWorks? \_\_\_\_\_



# NEW VENDOR INFORMATION FORM

ID # ASSIGNED \_\_\_\_\_

## SECTION I. *BUSINESS INFORMATION*

The sections of the form are to be completed by the person requesting to do business with the new vendor. Please complete within the form, as the space will expand as more information is added.

Program Director should review Section A through C verify that the appropriate documentation is attached and approve by signing and dating the form, only when all information is complete and accurate.

### A. Vendor Information

Company Name:		
Street Address:		
Mailing Address:		
City/State:	Zip:	County:
Owner / Person responsible for the business:		Title:
Phone:	Ext:	Fax:
Contact Person's Name:	E-Mail Address:	Company Web-site:
Description of Business Product(s) or Service(s):		
Years in business:	Employer's Federal ID #: - (or the Number used to report the business to the government)	
Legal Structure of Business	<input type="checkbox"/> Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business) _____ State: _____ <input type="checkbox"/> Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing) <input type="checkbox"/> Partnership (please complete a W-9 and enclose a K1 form ) <b><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></b> <input type="checkbox"/> Non-Profit <input type="checkbox"/> IRS Designation <input type="checkbox"/> Other	

B. Is the company a subsidiary of another company or affiliated with a parent company?  Yes  No  
*If "Yes", please provide the following information about the corporate office/parent company, if different from above, or indicate 'SAME'.*

Parent Company Name: _____
Street Address: _____
Mailing Address: _____
City/State: _____ Zip: _____ County: _____
Authorized Representative: _____
(Person who is listed as the responsible party for tax filings, etc.) Title: _____
Phone: _____ Ext: _____ Fax: _____
E-Mail Address: _____ Company Web-site: _____

C. Business Status Checklist

- Is the company current on all state taxes?  Yes  No
- Is the company current on all federal taxes?  Yes  No
- Is the company current on all county, city and local taxes?  Yes  No
- Enclosed a copy of your company's most recent W-9?  Yes
- Enclosed documentation of any Assumed Name (if applicable)  Yes

**Signature of Authorized Representative:** \_\_\_\_\_

**Printed name of Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RCS Office use only:**

Have you checked to see if the company is listed \_\_\_\_\_ Yes \_\_\_\_\_ No  
on the debarment list? ([www.sam.gov](http://www.sam.gov)) and (NC SOFL) on the shared forms drive.

Have you checked the Secretary of State website to see if the company is registered? ([www.sosnc.gov/](http://www.sosnc.gov/))  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for request to set up the new vendor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of staffer requesting the new vendor set-up

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program Director

Date

Finance Representative

Date

## REFERENCES

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Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_

Email \_\_\_\_\_

## NON-COLLUSIVE BIDDING FORM

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1. By submission of a proposal, each applicant and each person signing on behalf of any applicant certifies as to its own organization, under penalty of perjury, to the best of his/her knowledge and belief, that:
  - a. The prices in a proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with a competitor.
  - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or to any competitor.
  - c. No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
  
2. A proposal shall not be considered for award nor shall any award be made where (1)(a), (b) and (c) have not been complied with. However, if the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the proposal a signed statement that sets forth in detail the reason therefore. Where (1) (a), (b) and (c) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless Regional Consolidated Services determines that such disclosure was not made for the purpose of restricting competition.
  
3. Any proposal hereafter made to Regional Consolidated Services by a corporate applicant for work or services performed or to be performed or for goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such proposal contains that certification referred to in subdivision (1)(a) of the paragraph, shall be deemed to have been authorized by the Board of Directors of the applicant, and such authorization shall be deemed to include the signing and the submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## RATING SCALE

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1. Cost ..... 40 points
2. Experience (number of years)..... 20 points
3. Qualifications (business related documents) ..... 20 points
4. References from customers..... 10 points
5. Small business.....5 points
6. Minority/women owned.....5 points

TOTAL-----100 POINTS