

REQUEST FOR PROPOSALS: JANITORIAL SERVICES

PEE DEE REGIONAL COUNCIL OF GOVERNMENTS

**2314 PISGAH RD
FLORENCE, SC 29501**

P.O. BOX 5719 FLORENCE, SC 29502

(843) 702-3133 Attn: Mrs. Alicia Pippin

apippin@peedeecog.org

The Pee Dee Regional Council of Governments (PDRCOG) is hereby issuing this Request for Proposals (RFP) to janitorial businesses/contractors that have the interest and capability in performing the scope of services described below. We are an organization of 15 employees who occupy an area of 3 buildings, all with office spaces, common areas, and restrooms. Services shall include transporting and restocking restroom supplies (paper products, trash bags, soap, cleaning supplies, etc.). Services will include emptying trash, vacuuming, mopping, wiping down tables, chairs, walls, countertops, appliances etc. Cleaning should include mirrors, sinks, toilets, and windows.

Interested contractors should schedule a walkthrough with Pee Dee Regional Council of Governments. Bids will be determined on qualifications, scope of work, and price quotes. Pee Dee Regional Council of Governments reserves the right to terminate services with (10) days written notice to contractor if terms of contract including quality of work is not being upheld.

Each contractor must submit proposal no later than **2:00 pm on September 20, 2019** to Alicia Pippin, Office Manager, 2314 Pisgah Rd. Florence, SC 29501. Proposals may be submitted in person, email, or regular mail.

Proposals shall include:

Letter of interest

Scope of work

Business license number, Federal ID number, and proof of insurance

List of references

Summary of fees and charges, and a separate charge for a semi-annual deep cleaning fee if offered

Contractor expectations: Contractor shall provide properly trained workers to ensure safe work practices. Workers will be responsible for locking doors and/or windows and securing the property upon completion of each shift. The Pee Dee Regional Council of Governments will not be held liable or responsible for any losses. A communication log should be filled out if necessary.

SCOPE OF SERVICES:

Frequency: 2 days per week (preferably Tuesday and Saturday) Time: after business hours

***Provided by PDRCOG: Trash liners and bags, paper products, soap, and dumpster for trash disposal.**

***Provided by Contractor: cleaning supplies, chemicals, and equipment**

Office areas:

- Empty trash
- Dust desks, tables, file cabinets
- Vacuum and/or sweep up debris
- (*once a month*) dust and/or clean: vents, lights, base boards, blinds

Restrooms:

- Empty trash
- Clean and disinfect sinks & toilets
- Clean and disinfect countertops
- Clean mirrors and walls
- Stock supplies (soap, paper towels, toilet tissue etc.)
- Sweep & mop

Breakroom/Common areas & hallways/Conference room:

- Clean sinks, countertops, tables
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- Wipe down appliances
- Vacuum/clean mats
- Sweep & Mop
- Clean marks on walls (if applicable)
- Hardwood floors are to be cleaned with correct care (only vinegar & water)

Outdoor Entranceways

- Clean outdoor ash cans
- Clean entryway, doors and windows
- Keep porches free from debris