



CITY OF ROCKY MOUNT

FINANCE

Request for Proposal #: 320-260822RP

City of Rocky Mount Custodial Services

Date of Issue: 10/28/2022

Proposal Opening Date: 11/21/2022

At 4:00 PM ET

Direct all inquiries concerning this RFP to:

Ramona Plemmer

Email: Ramona.Plemmer@rockymountnc.gov

Phone: 252-972-1228

Attendance of bidders at pre-bid meeting on the job site is required. No bids will be accepted from any vendor not represented at the pre-bid meeting.



Request for Quote # 320-260822RP

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

"All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances."



City of Rocky Mount Finance

Refer **ALL** Inquiries regarding this RFP to:

Ramona Plemmer
Purchasing Manager

Request for Proposal # 320-260822RP

Proposals will be publicly opened: 11/21/22 4:00 pm

Contract Type: Service

EXECUTION

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?** ☐ Yes ☐ No **If yes note the employee, officer, or agent;** **department;** **and** **the** **perceived** **or** **actual** **conflict** **of** **interest.**

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: days.

ACCEPTANCE OF QUOTE

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20____ as indicated on the attached certification, by _____ Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

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Proposal Number: 320-260822RP

Vendor:



1.0 PURPOSE AND BACKGROUND

The City of Rocky Mount is seeking RFPs to obtain fixed monthly pricing from firms specializing in custodial services of public government facilities. The work will extend over various facilities as listed under the scope of work section of these specifications covering city buildings and complexes. The company awarded the contract shall be responsible for providing all labor, insurances, equipment, materials, and skilled supervision to maintain the public facilities in a professional manner.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

****Attendance of bidders at pre-bid meeting on the job site is required. No bids will be accepted from any vendor not represented at the pre-bid meeting. ****

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Vendor may attach its proposal to this RFP for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's proposal shall be disregarded and shall not be considered apart of any contract arising from this RFP. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's proposal invalid, and it shall not be considered.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.4 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City's election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The city will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Friday 10/28/2022

Mandatory Pre-Bid/Site Visit	City	Tuesday 11/8/2022 10:00 am
Submit Written Questions	Vendor	Friday 11/11/2022 12:00 noon
Provide Response to Questions	City	Monday 11/14/2022
Submit Proposals	Vendor	Monday 11/21/2022 4:00 pm
Contract Award	City	TBD

Mandatory Pre-Bid Meeting

Date: 11/8/2022
 Time: 10:00 AM Eastern Time
 Contact #: 252-972-1228

Instructions: It shall be MANDATORY that each Vendor representative be present for a pre-bid site visit on November 8, 2022. Attendees shall meet promptly at 10:00 a.m. Eastern Time at 331 S. Franklin Street, Rocky Mount, NC 27802. All attendees must sign in upon arrival and clearly indicate the prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN, NOR SHALL THEIR BID BE CONSIDERED. Late arrivals may be excluded from the meeting room until all on-time attendees have completed sign-in, and the sign-in sheet secured. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. On-time attendance will be strictly enforced.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this Request for Proposals. Vendors shall stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this bid.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Invitation for Bid, must be confirmed by written addendum before it can be considered to be a part of this bid.

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to Ramona.Plemmer@rockymountnc.gov by the date and time specified above. Vendors should enter "RFP # 320-260822RP: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum the City of Rocky Mount Purchasing web-page <http://www.rockymountnc.gov/services-finance-bids/> and/or to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

Vendor: _____

Vendors shall deliver to the address identified in the table above: one (1) paper, one (1) photocopy.

Proposal shall be marked on the outside of the sealed envelope with the Vendor's name, RFP number and date and time of opening. If Vendor is submitting more than one proposal, each proposal shall be submitted in separate sealed envelope and marked accordingly. For delivery purposes, separate sealed proposals from a single Vendor may be included in the same outer package. Do not include proposals for more than one solicitation in the same package.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
PROPOSAL NUMBER: 320-260822RP Attn: Ramona Plemmer City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	PROPOSAL NUMBER: 320-260822RP Attn: Ramona Plemmer City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s).

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding on this RFP periodically check the City's IPS website for any Addenda that may be issued prior to the proposal opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

Contact with anyone working for or with the City of Rocky Mount regarding this RFP other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City of Rocky Mount Purchasing Office election.

Proposal Opening:

Proposals will be opened and read aloud at the Frederick E. Turnage Administrative Services Complex, first floor atrium, 331 South Franklin Street, Rocky Mount, North Carolina 27804 at the date and time specified on the cover sheet and RFP schedule.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).

date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

4.1 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal. The amount bid for the initial annual term is subject to negotiation and adjustment considering CPI after the first year and agreed to by the City.

4.3 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: City of Rocky Mount Attn: Accounts Payable
PO BOX 1180
Rocky Mount, NC 27802
- c) Payment amounts will be made on a NET 30 day pay period upon submission of an invoice and appropriate trip tickets to support such invoice.

4.4 MWBE GOOD FAITH EFFORTS

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. The awarded bidder will be asked to show proof of good faith efforts.

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the bid and subcontract documents available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.

- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **7 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **8 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **9 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

4.5 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- b) Copies of quotes or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.

- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.6 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount shall contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor's performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references is provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
Optional: City of Rocky Mount			

4.7 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The city will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in

the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.

- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL

All work shall be completed between the hours of 5:00 p.m. and 6:00 a.m., except for the Nash and Edgecombe County Clerk of Courts offices and the associated areas. These areas shall be cleaned during the normal working hours of 9:00 a.m. to 5:00 p.m. Monday -Friday.

- The city shall provide all paper products, hand soap, and trash bags/liners.
- The Contractor shall provide cleaning supplies as approved by the city. Cleaning rags or similar tools should be cleaned or replaced nightly.
- The contractor is responsible for all equipment, supplies and labor needed to complete the contract.
- Contractor shall provide a city approved company uniform.
- Contractor shall complete a background check on all employees
- For each facility, the site supervisor shall complete the attached task sheet indicating that Daily, weekly, monthly, quarterly, and semi-annual work is complete and has been inspected for quality control. **(See Attachment E)**
- This shall be a 2-year contract

5.2 VENDOR'S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

Attachments to this RFP begin on the next page.

ATTACHMENT A: PRICING

All labor costs, direct and indirect, shall have been determined and included in the quote. The cost and availability of all equipment, materials, and supplies associated with performing the services described in the scope of work shall have been determined and included in the quote.

Item #	Location	Sq. Ft.	Monthly Cost	Extended Cost
1	Admin. Building - 331 South Franklin St	99250	\$	\$
2	Employee Health Clinic - 100 Coastline	2500	\$	\$
3	Judicial Center - 305 Cokey Rd	36908	\$	\$
4	Parks Operations - 726 Albemarle Ave	1600	\$	\$
5	Warehouse - 724 Albemarle Ave	1400	\$	\$
6	Cemetery Office - 436 Pineview St	1600	\$	\$
7	Life Safety Complex - 404 S. Church St.	6513	\$	\$
8	Water & Sewer - 720 Albemarle Ave.	3500	\$	\$
9	Wastewater Treatment Plant - 3031 Treatment Plant Rd		\$	\$
10	RM Wilson Gym - 311 Hill St	2200	\$	\$
11	Booker T. Washington CC - 727 Pennsylvania Ave	16700	\$	\$
12	South Rocky Mount CC - 719 Recreation Dr	20033	\$	\$
13	Imperial Centre - 270 Gay St	102000	\$	\$
14	Theatre - 367 N. Franklin St.	35356	\$	\$
15	Education Building - 344 Falls Rd	19065	\$	\$
16	Fleet Maintenance - 106 E. Grand Ave	5000	\$	\$
17	ENG Field Offices – 720 Albemarle Ave	2000	\$	\$
18	ENG Field Offices – 722 Albemarle Ave	400	\$	\$
19	Streets/Stormwater – 208 Grand Ave	3000	\$	\$
20	Environmental Service – 1220 Thorpe Rd	7800	\$	\$
21	Environmental Service Scale House – 1220 Thorpe Rd	600	\$	\$
22	Communications – 231 S. Franklin St.	1200	\$	\$
23	Business Services Center – 224 S. Franklin St	15500	\$	\$
24	Pole Yard -	2000	\$	\$
25	Energy Resources Operations Office – 628 Albemarle Ave	8000	\$	\$
TOTAL COST PER MONTH			\$	

Alternate Services

Item #	Service	
1	Carpet cleaning as requested	Cost per sq. ft. \$ _____
2	Porter Service (24-36 hrs. per week)	Hourly rate \$ _____
3	Inclement weather Porter service	Hourly rate \$ _____
4	(Service during Hurricanes and other events)	Hourly rate \$ _____

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/services-finance-vendor-registration/>

Review Terms and Conditions. General at <https://rockymountnc.gov/services-finance-vendor-registration/> Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- ## ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

If so, state HUB classification: _____

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your vendor information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/services-finance-vendor-registration/

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost effective.

Other sustainable properties:

Becoming a Vendor <https://youtube/MGOjZxI4iQc>
 Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>
 Purchase Order, Payment and Performance <https://youtube/wA5zVTizZQM>

ATTACHMENT E: TASK FORMS**DAILY TASKS**

Building Area	Daily Cleaning Schedule City Hall Side	Task Completed	
General Duties (All Areas)		Contractor Review	City Review
	Dust Mop Solid Surface Flooring		
	Dust all Furniture		
	Empty Interior Trash Cans (Sanitize and Replace Liners as needed)		
	Empty Exterior Trash Cans (Sanitize and Replace Liners as needed)		
	Spot clean light switches, telephones and doors		
	Inspect all carpeted areas identifying stains (Report Stained areas)		
	Spot clean carpet stains		
	Vacuum rugs and carpet		
	Turn off all lights		
	Secure and lock any normally locked interior door		
	Lock all exterior doors		
Area Specific Duties	Clean and sanitize water fountains		
Elevators	Wipe and sanitize all surfaces		
Break Rooms	Clean all countertops and surfaces		
Hallway/corridor/stairwell areas	Clean Microwaves and Coffee Makers		
	Appliances and Cabinets wiped clean (Including vending Machines)		
	Tabletops and chairs cleaned		
	Restock Paper towels/Napkins		
	Restock soap		
	Spot clean any upholstery		
Meeting Rooms /Offices	Align and dust all furniture		
	Clean and sanitize telephones.		
	Remove all trash and debris form space		

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Vendor:

	Dust desktops leaving any paperwork in place		
Restrooms	Clean and polish mirrors		
	Clean and sanitize plumbing fixtures		
	Restock paper towels, soap, toilet paper and other sanitary items		
	Restock air fresheners and other odor control devices		
	Spot clean stall partitions		

Date Work Completed

Contractor sign to verify work is complete: _____

City Staff Inspection: _____

WEEKLY TASKS

Building Area	Weekly Cleaning Schedule City Hall Side	Task Completed	
General Duties (All Areas)		Contractor Review	City Review
	Dust/Clean Windows and Ledges		
	Clean all Glass		
	Clean Marks off walls		
	Wet mop solid surface flooring (twice per week)		
Area Specific Duties			
Hallway/corridor/stairwell areas	Dust and sanitize railings		
Elevators	Clean and polish metals surfaces		
Break Rooms	Clean walls around trash bins		
	Clean TV screens		
	Clean and polish sink basins		
Meeting Rooms /Offices	Dust artwork/picture frames		
Restrooms	Polish metal on fixtures		
	Sanitize/wipe down stall partitions		

Date Work Completed

Contractor sign to verify work is complete: _____

City Staff Inspection: _____

MONTHLY TASKS

Building Area	Monthly Cleaning Schedule Judicial Center	Task Completed	
		Contractor Review	City Review
General Duties (All Areas)			
	Dust other surfaces, remove webs		
	Clean base boards and all moldings		
Restrooms	Polish metal on fixtures		
	Buff and seal tile floor		
	Clean and polish tile work		

Date Work Completed

Contractor sign to verify work is complete: _____

City Staff Inspection: _____

QUARTERLY TASKS

Building Area	Quarterly Cleaning Schedule City Hall	Task Completed	
General Duties (All Areas)		Contractor Review	City Review
	Strip, buff and wax solid surface flooring		
	Polish door handles and kickplates		

Date Work Completed

Contractor sign to verify work is complete: _____

City Staff Inspection: _____

SEMI-ANNUAL TASKS

Building Area	Semi-Annual Cleaning Schedule Business Office	Task Completed	
		Contractor Review	City Review
General Duties (All Areas)			
	Vacuum all vents		

Date Work Completed

Contractor sign to verify work is complete: _____

City Staff Inspection: _____