

REQUESTS FOR PROPOSALS FOR JANITORIAL AND SERVICE WORK

November 13, 2023

1. The Lee County Board of Supervisors (County) is soliciting proposals for janitorial and service work for the following:

Lee County Courthouse Building and Grounds excluding Sheriff and E-911 Offices
Lee County Electoral Board and Registrar Offices
Lee County Health Department Building and Grounds
Lee County Social Services Grounds only

2. The County invites interested and qualified individuals and firms (Contractor) to submit a proposal in writing no later than 4:00 p.m. on December 5, 2023 to:

Lee County Administrator's Office
Room 111, Lee County Courthouse
P. O. Box 367
Jonesville, Virginia 24263

3. After receipt of proposals, the County will use the competitive negotiation process, in accordance with Section 2.2-4302.2(3.) of the Virginia Public Procurement Act, to interview and negotiate with prospective Contractors. The County will rank proposals based on information supplied in response to this request as hereinafter set forth. Price will be considered, but will not be the sole determining factor.
4. All proposals should include the following information:
 - a. Experience in the janitorial and cleaning field.
 - b. Past work experience and duties performed.
 - c. Number of employees to be utilized, proposed schedules.
 - d. Security measures to be utilized to insure protection of public and private documents, private offices, and public property.
 - e. References – business and personal.
 - f. Annual contract price for services requested.
5. The successful Contractor must provide proof of liability insurance in the amount of at least One Hundred Thousand Dollars (\$100,000.00) prior to commencing any contracted work. The successful Contractor may be required to provide a performance bond or Bank Letter of Credit in the amount of Ten Thousand Dollars (\$10,000.00) prior to commencing any work. This requirement shall be at the sole discretion of the County.

6. The resulting contract will be for a minimum term of two (2) years and a maximum term of (4) years. The preferred contract term will be determined by the County during negotiations with prospective Contractors. The initial ninety (90) day period of the contract may be designated a trial or probationary period during which the County will have the right to terminate the contract for Contractor's inability to perform the services in accordance to the County's requirements. Contract services will begin January 1, 2024.
7. The successful Contractor must comply with all local, state, and federal laws pertaining to employment practices and procedures.
8. All interested parties are advised that this is a Contract Service Agreement. At no time during its term shall there be any implication that the Contractor or any of its employees are employees of the County, nor that there is any agency or fiduciary relationship created by the Contract Agreement.
9. The County will provide Contractor with all cleaning supplies and equipment the County determines is necessary for the successful performance of the contract.
10. All respondents should review the following attachments:

Attachment "A" – Janitorial Services Work Description
Attachment "B" – Cleaning Service Requirements
11. The County reserves the right to reject any and all proposals submitted.

ATTACHMENT “A”

LEE COUNTY JANITORIAL SERVICES

Work Description: Performs cleaning and support duties required to keep the County offices and facilities in a clean and functional condition; cleans offices, courtrooms, bathrooms, lobbies, lounges, storage and supply rooms, stairs, platforms, elevators, corridors, outside paved/concrete areas, and lawn areas; operates equipment including, but not limited to, vacuum cleaner, floor scrubber/polisher, and carpet extractors in daily maintenance and periodic refinishing of floors, mowers and blowers for outside maintenance; washes walls, windows, shelving and ledges; cleans furniture, sinks, and bathroom fixtures; sweeps, vacuums, and dust/damp mops floors; collects trash, cleans cans, and replaces liners; maintains housekeeping equipment and storage areas essential to housekeeping requirements; prepares germicidal detergent, floor stripping and other solutions used in cleaning and disinfecting; notifies County Administrator's Office of safety hazards, defective equipment/furniture and facilities in need of special cleaning, refinishing, or painting; performs a variety of other cleaning and support duties required to maintain County Office facilities.

ATTACHMENT “B”

CLEANING SERVICE REQUIREMENTS

A. Lobbies and Corridors

1. Dust desks, tables, chairs, etc.
2. Empty trash receptacles and replace liners.
3. Sweep entire floor area.
4. Wet mop and rinse floor.
5. Clean glass in doors and windows weekly.
6. Arrange desks or tables in orderly manner.
7. Pick up loose trash.
8. Clean sand urns.
9. Spot sweep as needed.
10. Wash and disinfect all drinking fountains.
11. Spot clean smudges and fingerprints on glass surfaces and walls.
12. Damp mop during wet weather.
13. Lay out mats in wet weather.

B. Office Spaces

1. Dust desks, tables, shelves, etc. (Individual offices may request desks not be dusted to prevent accidental loss or misplacement of papers, etc.)
2. Empty trash receptacles and replace liners.
3. Vacuum carpeted areas.
4. Sweep and damp mop tiled floors.
5. Damp wipe service counters daily.
6. Clean windows weekly.

C. Courtrooms/Wookrooms

1. Vacuum or sweep all floors, mop as needed.
2. Dust all furniture in courtrooms.
3. Empty all trash receptacles and replace liners.
4. Damp wipe fingerprints and smudges from walls.
5. Arrange courtrooms for court/meetings.

D. Lounges

1. Remove all debris from tables and damp wipe with disinfectant detergent solution per manufacturer's recommendations.
2. Empty all trash receptacles in area and replace liners.
3. Damp mop liquid stains around tables and vending machines.
4. Sweep or mop all floor areas.
5. Pick up any loose trash.

E. Bathrooms

1. Sweep floor picking up loose paper and trash. Remove gum with putty knife.
2. Clean interior and exterior surfaces including underside of lips of commodes, lavatory doors and walls, and toilet partitions, to remove fingerprints and writing.
3. Wash mirrors, ledges, chrome and receptacles.
4. Refill toilet tissue, paper towels, and soap dispensers.
5. Empty trash receptacles and replace liners.
6. Wet mop and rinse floors using disinfectant detergent solution per manufacturer's recommendations.
7. Replace air freshener as needed.

F. Storage and Supply Rooms

1. Dust horizontal surfaces.
2. Sweep floors.

G. Stairways

1. Sweep and mop stairs and landings.
2. Dust handrails.
3. Pick up loose trash.
4. Spot sweep as needed.

H. Light Fixtures

1. Change bulbs and florescent lamps as necessary.
2. Clean diffuser panels as needed.

I. Corridors

1. Sweep floor picking up loose paper and trash.
2. Wet mop and rinse floors.

J. Elevators

1. Vacuum, spot clean, and dust.

K. Lawn Area

1. Mow lawn as needed.
2. Trim shrubs and plants as needed.
3. Police area daily.

L. Sidewalks

1. Sweep and police.
2. Snow is to be removed daily as needed during winter months.

M. Building Security

1. Building should be opened by 7:45 a.m. and secured at 5:00 p.m. Monday through Friday and opened on Saturdays as needed when offices are to be open to the public. During night meetings or extended office hours, doors are to remain unlocked until the end of the meeting(s), or until offices are closed to the public, and locked at that time.
2. Contractor will provide personnel to be available during all business hours of the Courthouse in performance of the Contract. Business hours shall include evening and night meetings held in the Courthouse. Contractor will be responsible for securing the building after such meetings.

N. Work Performance

1. Performance of requirements of the Contract will be Monday through Friday, excluding normal holidays, and Saturdays when offices are open.

O. Floor Refinishing

1. To be performed when buildings are closed to the public.

All work is to be conducted on a daily basis unless noted otherwise.