



Town of Summerville  
Attn: Bonnie VanEtten, Purchasing Agent  
200 South Main St, Summerville, SC 29483  
Telephone: 843/851-4201 Fax: 843/871-0634  
Email: [bvanetten@summervillesc.gov](mailto:bvanetten@summervillesc.gov)

<b>Bid Title: Provision of Janitorial Services</b>	
<b>Bids will be received until: May 22, 2014, 2:00 p.m.</b>	
<b>Vendor Name:</b>	<b>FEIN/SS#:</b>
<b>Vendor Address:</b>	<b>State Contractor #:</b>
<b>City – State – Zip:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Minority or Women Owned Business:</b> Are you a certified Minority or Women-Owned business in the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide a copy of your certificate with your response.	
<b>Authorized Signature:</b> _____ <b>Title:</b> _____	
<b>Date:</b> _____	
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. <b>This signed page must be included with bid submission.</b>	

The Town of Summerville (hereinafter referred to as "Town") is seeking sealed bids for the provision of janitorial services in accordance with the schedule of janitorial services included in this bid package. The contract period will be for one (1) calendar year effective September 1, 2014, and is subject to renewable at contract year's end.

Bid packages are available on the town website ([www.summerville.sc.us](http://www.summerville.sc.us)) under the Requests for Proposals/Qualifications/Bids menu. Sealed bids are due by **2:00 p.m. on Thursday, May 22, 2014** and will be opened and publicly read in the 2<sup>nd</sup> floor Training Room at Summerville Administrative Building, located at 200 S. Main Street, Summerville, SC 29483. **Late bids will not be accepted, NO EXCEPTIONS. A pre-bid inspection may be scheduled by contacting Bonnie VanEtten, Purchasing Agent at [bvanetten@summervillesc.gov](mailto:bvanetten@summervillesc.gov) or 843-851-4201.**

All inquiries related to this bid must be submitted in writing, via email, to Purchasing Agent Bonnie VanEtten ([bvanetten@summervillesc.gov](mailto:bvanetten@summervillesc.gov)) so they can be addressed through a posted addendum. All registered bidders will receive an e-mail notification when project addenda are posted. The cut-off date for questions is **Wednesday, May 21, 2014 at 12:00 p.m. All addenda will need to be signed and included with the submitted bid package.** Any bid packages which do not include the signed addenda may be disqualified.

**BIDDER REGISTRATION FORM**

**Provision of Janitorial Services**

Fax or email to:      Name: Bonnie VanEtten  
                                 Title: Purchasing Agent  
                                 Fax #: 843-871-0634  
                                 E-mail to: [bvanetten@summerville.sc.gov](mailto:bvanetten@summerville.sc.gov)

Bidders are required to submit this form to Bonnie VanEtten, via e-mail or fax, to become registered as a firm interested in this solicitation and to ensure receipt of any amendments to the solicitation referenced above. Please print clearly.

\_\_\_\_\_  
Company Name, as registered with the IRS

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

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

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Tax ID (FEIN)/SS Number

\_\_\_\_\_  
SC General Contractors License

\_\_\_\_\_  
Email

TYPE OF BUSINESS ENTITY (*check one*):

\_\_\_\_\_ Individual/Sole Proprietor

\_\_\_\_\_ Partnership

\_\_\_\_\_ Corporation

\_\_\_\_\_ Limited Liability Company

\_\_\_\_\_ Other (*please specify:* \_\_\_\_\_)

**NO BID RESPONSE FORM**

<b>Bid Title: Provision of Janitorial Services</b>	
<b>Bids will be received until: May 22, 2014, 2:00 p.m.</b>	
<b>Vendor Name:</b>	<b>FEIN/SS#:</b>
<b>Vendor Address:</b>	
<b>City – State – Zip:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Minority or Women Owned Business:</b> Are you a certified Minority or Women-Owned business in the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide a copy of your certificate with your response.	
<b>Authorized Signature:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. <b>This signed page must be included with bid submission.</b>	

To submit a **“No Bid”** response for this project, this form must be completed for your company to remain on our bidders list for commodities/services referenced. If you do not respond, your name may be removed from the bidders list.

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Please check statement(s) applicable to your **“No Bid”** response

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID FORM**  
**PAGE 1 OF 3**

**BIDDER SHALL COMPLETE BID FORM AND RETURN TO THE TOWN. FAILURE TO SUBMIT BID ON THIS FORM MAY RESULT IN DISQUALIFICATION.**

**Bid of:** \_\_\_\_\_  
**(Name of Contractor)**

**BID DUE DATE AND TIME: Thursday May 22, 2014 @ 2:00 P.M.**

I, the undersigned, have reviewed and after having examined all the solicitation documents and acknowledged all Addenda, if applicable, as follows:

**Addenda:** \_\_\_\_\_

agree, if selected by the Town, to execute the entire work in the solicitation documents to provide Janitorial Services for the Town's Municipal Complex located at 200 South Main Street, Summerville, South Carolina 29483.

The Total Bid Amount as indicated herein, is inclusive of all costs, including all labor, supervision, materials, supplies, and equipment that are not provided by the town, taxes, insurance, permits and any other costs incidental or otherwise, to provide Janitorial Services.

**The lowest, most responsive, qualified and responsible Bidder will be determined by considering the Total Bid Amount.**

<b>TOTAL BID AMOUNT</b>	\$ _____
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**BID HOLDING TIME AND ACCEPTANCE**

The undersigned agrees that this Bid may not be revoked or withdrawn after the time set for the opening of Bids, but shall remain open for acceptance for a period of not less than ninety (90) days following the Bid Opening Date.

**ILLEGAL IMMIGRATION**

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1] (NOV. 2008)  
(An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

**BID FORM**  
**PAGE 2 OF 3**

**ETHICS CERTIFICATE**

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2] (May 2008)

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS. BY SUBMITTING AN OFFER, THE OFFEROR CERTIFIES COMPLIANCE. [02-2A032-1] (MAY 2008)

**BID FORM**  
**PAGE 3 OF 3**

**BIDDER'S STATEMENT/NON-COLLUSION:**

I, the undersigned, certify that this Bid does not violate Federal or State Anti-Trust laws and that I have received and read the solicitation documents and understand that this Bid is subject to all conditions thereof. The undersigned offers and agrees, if this Bid is accepted within thirty (30) calendar days from the date of the opening, to furnish services to the Town in accordance with the performance requirements of the solicitation.

A signature below indicates that the Bidder herein, his agents, servants and employees have not in any way colluded with anyone for and on behalf of the Bidder or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves to gain any favoritisms in the award of the contract herein.

**I have carefully reviewed the price as indicated in this Bid to the Town and to the best of my belief and knowledge; it is complete and accurate including any incidental cost.**

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_

**AUTHORIZATION**

\_\_\_\_\_  
(Print Name of Contractor/Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(E-mail Address)

**Schedule of Janitorial Services**  
**Summerville Town Hall, Municipal Court and Administrative Offices Building**

**NOTE: Owner will provide cleaning supplies, paper products floor maintenance equipment**

<b>General, Private Office, Lobby and Hallway Areas</b>	<b>Daily</b>	<b>Twice Weekly</b>	<b>Weekly</b>	<b>Monthly</b>
Sweep/dust mop all floors, hallways and staircases	X			
Dust all office desks and furniture as accessible		X		
Wet mop all hard floors, hallways and staircases			X	
Vacuum carpets in offices and hallways		X		
Spot clean carpets as needed	X			
Dust all window sills, girders and blinds			X	
Damp clean all handrails			X	
Damp clean buildings exterior door handles			X	
Wipe down water fountains	X			
Clean doors and windowpanes			X	
Clean, dust and vacuum council chamber and conference rooms			X	
Clean glass doors			X	
Clean and vacuum tracks in (2) elevators			X	
Buff and wax floors				X
Inventory janitorial supplies and advise Owner as needed	X			
<b>Restrooms</b>	<b>Daily</b>	<b>Twice Weekly</b>	<b>Weekly</b>	<b>Monthly</b>
Clean and disinfect all sinks, toilets and urinals inside and out	X			
Check/replace hand towels, toilet tissue and soap	X			
Empty and replace liners in all trash receptacles	X			
Mop floors		X		
Clean mirrors		X		
Wipe down all doors and windowpanes			X	
<b>Kitchen and Breakroom Areas</b>				
Wipe down countertops, sinks, tables and chairs	X			
Dust window sills			X	
Sweep floors	X			
Wet mop kitchen and lunchroom areas			X	
Empty and replace liners in all trash receptacles	X			
Wash/deodorize trash cans in breakrooms			X	

<b>Building</b>	<b>Building Square Footage</b>
Old Town Hall/Municipal Court	11,000
Administrative Offices Building	18,285

## **INSTRUCTIONS TO BIDDERS**

### **Successful Bidder:**

The successful Bidder shall be required to assume the sole responsibility for the complete effort as required by this solicitation. The Town will consider the successful Bidder to be the sole point of contact with regard to contractual matters, and will be responsible for the quality and timeliness of the work.

### **Business License/Permits:**

The successful Bidder and all subcontractors, if any, shall have or obtain a Town of Summerville business license. The successful Bidder and all subcontractors, if any, shall obtain permits, as may be necessary, and required by the Town, County and State agencies. Any Town required permits shall be issued by the Town at no cost to the successful Bidder.

### **Termination:**

Subject to the provisions below, any Contract resulting from this Solicitation may be terminated by the Town, provide a fifteen (15) day advance notice, in writing, is given to the vendor.

- a) Non-Appropriations: In the event sufficient appropriations are not made to pay the charges under the Contract it shall terminate without obligation to the Town.
- b) Convenience: In the event that this Contract is terminated or canceled upon request and for the convenience of the Town without the required fifteen (15) day advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.
- c) Cause: Termination by the Town for cause, default or negligence on the part of the successful Bidder shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The fifteen (15) day advance notice requirement is waived and the default provision listed herein shall apply.

### **Default:**

In case of default by the successful Bidder, the Town reserves the right to purchase any or all items and services in default in open market, charging the successful Bidder with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING SUCCESSFUL BIDDER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

### **References:**

A minimum of **three (3) references** shall be submitted with the Bid.

### **Insurance:**

The successful Bidder shall within ten (10) days of execution of Contract, provide to the Town a Certificate of Insurance certifying proof of insurance for all coverage specified in the Contract Documents.

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to the commencement of the Work. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the Owner. All insurance policies shall be issued by responsible companies whom are acceptable to the Town and licensed and authorized to do business under the laws of the State of South Carolina. The successful Bidder shall affect insurance to protect the interest of the Contractor, subcontractors and sub-subcontractors in the Work. The successful Bidder shall provide proof of such insurance to the Town by providing a Certificate of Insurance reflecting such coverage and adding the Town as a Certificate holder. The Certificate of Insurance shall endorse the Town as an additional insured on all policies.

The successful Bidder shall procure and maintain, at the successful Bidder's own expense during the Contract time, Liability Insurance as hereinafter specified.

## **INSTRUCTIONS TO BIDDERS CONTINUED**

### **Insurance continued:**

- A) Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the successful Bidder and protecting the successful Bidder from all claims for personal injury; including death and all claims for destruction of or damage to property arising out of or in connection with any operations under this Contract, whether such operations be by the successful Bidder or subcontractor employed by the Prime Contractor.
- B) Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.
- C) Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The successful Bidder shall procure and maintain, at the successful Bidder's own expense during the Contract time, in accordance with the provisions of the laws of the State of South Carolina Workers' Compensation Insurance, including occupational disease provisions, for all of the successful Bidder's employees, and in case any Work is sublet, the successful Bidder shall require such subcontractor identically to provide Workers' Compensation Insurance, including an occupational disease provision for all the latter's employees unless such employees are covered by the protection afforded by the successful Bidder. In case any class of employees engaged in hazardous Work under this Contract are not protected under the Workers' Compensation Law, the successful Bidder shall provide, and shall cause each subcontractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.

### **Local Vendor Preference:**

Article V, Division 2, Section 2-326, of the Town of Summerville Code of Ordinances states local vendor preference shall be given to those vendors who maintain a principal place of business (owned or rented) within the town, as registered in official documents filed with the Secretary of State, the Internal Revenue Service, or state Tax Commission and hold a valid town business license.

### **Response:**

Bidders shall return bids no later than **2:00 P. M. on Thursday, May 22, 2014.**

**Bids received after the scheduled opening date and time may be disqualified in accordance with the Town's Procurement Ordinance.**

### **Bids May Be Hand Carried To:**

Town of Summerville  
Attn: Bonnie VanEtten, Purchasing Agent  
200 South Main Street  
Summerville, SC 29483

### **Bids May Be Mailed To:**

Town of Summerville  
Attn: Bonnie VanEtten, Purchasing Agent  
200 South Main Street  
Summerville, SC 29483

## **INSTRUCTIONS TO BIDDERS CONTINUED**

### **Indemnification:**

To the fullest extent permitted by law, the successful Bidder shall indemnify and hold harmless the Town and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or damage to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the successful Bidder, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity that would otherwise exist.

### **Town's Rights:**

The Town reserves the right to; 1) waive any informalities or irregularities in the Bid, 2) reject any or all Bids, 3) select or refrain from selecting the Bid of any Bidder; and, 4) select the Bid that is in the best interest of the Town.

This solicitation does not commit the Town to enter into a Contract, to pay any costs incurred in the preparation of a Bid, to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all Bids received as a result of this request, to cancel in part or in its entirety this solicitation and to negotiate with any or all responsible Bidders, if it is in the best interest of the Town to do so.