

Town of Taylorsville

“The Brushy Mountain Gateway”

67 Main Avenue Drive

Taylorsville, North Carolina 28681

828.632.2218 (Phone) • 828.632.7964 (Fax)

www.taylorsvillenc.com

REQUEST FOR BID

AGREEMENT FOR CLEANING SERVICES

1. INTRODUCTION

The Town of Taylorsville is seeking bids for an agreement for cleaning services of Town Hall, Police Department, and Town Council Chambers. This Request for Bid (RFB) is not to be construed as an offer, contract, or commitment of any kind; nor does it commit the Town of Taylorsville to pay any cost incurred by the bidder in the preparation of its bid.

2. SUBMITTAL DEADLINE

Submittals must be presented no later than 2:00 P.M. on March 24, 2023 to:

Town of Taylorsville
Attn: Cleaning Services Bid
67 Main Avenue Drive
Taylorsville, NC 28681

Bids received after the date and time set for receiving bids will **NOT** be considered. The Town of Taylorsville will **NOT** be responsible for misdirected bids. Vendors should call the Town of Taylorsville at (828) 632-2218 to ensure receipt of their bid documents prior to the opening date and time listed above.

Eligible bids will be opened at 2:00 P.M. on Friday, March 24, 2023.

3. CONTRACT AWARD

Bids shall be considered by the Town of Taylorsville staff and board based on cost of procurement, contractor integrity, compliance with public policy, record of past performance, financial and technical resources, and the best overall value to the Town of Taylorsville. The Town of Taylorsville reserves the right to accept or reject any or all bids, waive formalities in the bidding, waive irregularities in any or all bids, and make a

bid award deemed to be in the best interest of the Town of Taylorsville. All individuals who will be performing cleaning services must complete a background check prior to being allowed access to the building.

4. SUBMITTAL REQUIREMENTS

All bids shall be submitted on forms provided by the Town of Taylorsville with “Bid for Cleaning Services” stated on the face of the sealed envelope. Bidders must provide the Town of Taylorsville with their bids signed by an employee or officer having legal authority to submit bids on behalf of the bidder. The entire cost of preparing and providing responses shall be borne by the bidder.

5. REQUIREMENTS AND SPECIFICATIONS

Cleaner’s Duties. Cleaner agrees to perform work for the Client on the terms and conditions set forth in this Agreement and agrees to devote all necessary time and attention, within reason, to the performance of the duties as follows:

Town Hall & Police Department:

Office Areas:

Weekly Cleaning: sweep and mop all vinyl/tile floors, vacuum all carpeted areas including rugs, clean all glass doors, payment window of Town Hall, and entrance window of Police Department, lamps, empty paper shredder, remove all trash, dust window seals and desktops when available.

Monthly Cleaning: all baseboards, chair railing, wooden doors, and wall photos.

Quarterly Cleaning: all ceiling fans, blinds, light fixtures, and the inside of all windows.

Semi Annual Cleaning: Shampoo all carpets and deep clean all vinyl/tile floors.

Kitchen Area:

Weekly Cleaning: all countertops, kitchen table, microwave, stove, and refrigerator. Sweep and mop floor.

Monthly Cleaning: all baseboards, chair railing, doors, and wall photos.

Quarterly Cleaning: all blinds, light fixtures, and the inside of all windows.

Semi Annual Cleaning: deep clean of flooring.

Bathrooms:

Weekly Cleaning: all mirrors, sinks, toilets (including base), railing, doors, door knobs and baseboards. Sweep and mop floor, load paper dispensers, and check/restock paper products.

Council Chambers:

Bi-Weekly Cleaning: sweep and mop floor, and dust counters.

Monthly Cleaning: glass doors and knobs, wall décor, lamps, and chairs.

Quarterly Cleaning: ceiling fan

Semi Annual Cleaning: deep clean tile flooring.

Cleaner further agrees that in all aspects of their Duties that he/she/they shall comply with the policies, standards, and regulations of the Client and to the best of their ability.

6. QUESTIONS AND COMMENTARY

Inquiries regarding this RFB shall be addressed to Yolanda Prince at yprince@taylorsvillenc.com no later than Thursday, March 23, 2023 at 12:00 P.M. Responses shall be in writing. No information exchanged verbally shall be considered binding.

Thank you for your assistance. If you have any questions, please do not hesitate to contact Town Hall at 828-632-2218