

APPOMATTOX REGIONAL LIBRARY SYSTEM

INVITATION FOR BID

CUSTODIAL SERVICES

DATE: September 16, 2011

Sealed Bids, subject to the general conditions and specifications hereby attached, will be received at the Administration Office of the Hopewell Library, 209 East Cawson Street, Hopewell, Virginia 23860 until, but not later than 4:00 p.m. **Friday, October 7, 2011** and then publicly opened in the HMA meeting room, located inside the Hopewell Library on the aforementioned date and time for furnishing the solicited supplies or services.

1. All bids must be submitted in a sealed envelope.
2. Regardless of delivery method of bid, the **outside** of each envelope must clearly indicate the following: *(if bid is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate):*

**Office of the Regional Library Director
Appomattox Regional Library System
209 East Cawson Street
Hopewell, Virginia 23860
Closing Date of Bid: October 7, 2011
Commodity Name: Custodial Services**

OPTIONAL SITE VISIT: An optional site visit will be held at all library locations on Monday, September 26, 2011 and Tuesday, September 27, 2011, 4 p.m.- 7 p.m. Questions will not be answered orally. All questions must be submitted in writing via e-mail to Scott Firestine at sfirestine@arls.org. All questions and responses will be posted on the library website at www.arls.org.

FOR YOUR BID TO BE CONSIDERED, IT MUST BE SUBMITTED ON THIS INVITATION FOR BID IN THE PLACES PROVIDED. BIDDERS SHALL SIGN THIS FORM WITHOUT DETACHING FROM REST OF BID AND MUST RETURN BID IN ITS ENTIRETY.

ANY BID RECEIVED AFTER THE ANNOUNCED TIME AND DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED.

The right is reserved to reject any or all Bids submitted and also to place the order where it appears it will be to the best interest of the Appomattox Regional Library System (ARLS). All quoted prices shall be FOB locations.

Period of contract shall run from November 1, 2011 through October 31, 2012.

The right is reserved to extend this contract, for two one year terms, to be mutually negotiated at a reasonable time prior to the expiration date; same to be agreeable to both buyer and seller.

All bid quotations are subject to general terms and conditions hereby attached and will be rejected if not properly executed.

Quantities indicated herein are estimates of anticipated usage. It is understood and agreed to between the parties of a resulting contract that the ARLS may increase or decrease quantities at the quoted price. Furthermore, it is agreed to between the parties of a resulting contract that ARLS shall not be obligated to purchase or pay for materials by such contract unless and until they are ordered and delivered.

ARLS reserves the right to accept or reject any or all bid quotations. The library system also reserves the right to accept the bid quotation(s) it deems will best meet its requirements and be in the best interest of the library system. It further reserves the right to accept eventual quotation(s) on a split order, lump sum, or individual item basis, or such combination as shall best serve the interests of the library system unless or otherwise specified.

INSURANCE AND BUSINESS LICENSE: General Liability Comprehensive Policy, Bodily Injury, Property Damage, and Worker's Compensation are required. Certificate of insurance and business license shall be provided on award of contract(s).

SAFETY REQUIREMENTS: It is understood that the Contractor will be responsible for all safety precautions. Material Safety Data Sheets are to be provided with all products used if requested by the library system.

HOLIDAY SCHEDULE: A schedule of holiday closures is available for viewing on the library system's website, www.arls.org

EMERGENCY TELEPHONE NUMBERS: Contractor must provide ARLS with telephone and cell phone numbers which shall be available on a 24 hour a day, 7 day a week basis.

REFERENCES: Each Janitorial contractor must submit a minimum of three references of current contracts. Included must be the name, address, phone number, and contact person.

AVAILABILITY OF FUNDS: It is understood and agreed between the Bidder and the ARLS that ARLS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this quotation or agreement.

WITHDRAWAL OF BID: No bid may be withdrawn for a period of (15) days from the date of bid opening unless the bidder has made a clerical error. The bidder shall give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers substantiating the error with such notice. The owner reserves the right to reject any or all bids, to waive all informalities, and to reject any or all items of any bid.

Scott R. Firestine, Regional Library Director

Please return the bids to the Office of the Regional Library Director, Appomattox Regional Library System, 209 East Cawson Street, Hopewell, Virginia 23860. Regardless of delivery method of bid, the **outside** of each envelope must clearly indicate the following: *(if bid is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate)*:

**Office of the Regional Library Director
Appomattox Regional Library System
209 East Cawson Street
Hopewell, Virginia 23860
Closing Date of Bid: October 7, 2011
Commodity Name: Custodial Services**

In compliance with this Invitation for Bid and subject to all conditions thereof and attached thereto, the undersigned offers and agrees if the Bid price and conditions will be accepted within ninety (90) calendar days from the date of opening to evaluate, to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled.

NAME OF ORGANIZATION

STREET ADDRESS

SIGNATURE

CITY, STATE, ZIP CODE

NAME (TYPE OR PRINT)

TELEPHONE NUMBER

OFFICIAL TITLE

FAX NUMBER

DATE

IRS I.D. #

Section A. It is the intent of the Appomattox Regional Library System for Janitorial services to be performed at the following locations:

1. Hopewell Main Library, Maude Langhorne Nelson, Hopewell
 - a. 209 E. Cawson Street, Hopewell VA 23860
 - b. Estimated square feet 36,000
 - c. 4 restrooms
2. Burrowsville Branch Library
 - a. 18701 James River Drive, Disputanta VA 23 842
 - b. Estimated square feet 1375
 - c. 2 restrooms
3. Carson Branch Library
 - a. 16101 Halligan Park Road, Carson VA 23830
 - b. Estimated square feet 1200
 - c. 1 restroom
4. Dinwiddie Branch Library
 - a. 14103 Boydton Plank Rd., Dinwiddie VA 23841
 - b. Estimated square feet 2000
 - c. 2 restrooms
5. McKenney Branch Library
 - a. 20707 First Street Room 2, McKenney VA 23872
 - b. Estimated square feet 715
 - c. 1 restroom
6. Rohoic Branch Library
 - a. 301 Boydton Plank Road, Petersburg VA 23830
 - b. Estimated square feet 2700
 - c. 1 restroom
7. Prince George Branch Library
 - a. 6605 Courts Drive, Prince George, VA 23875
 - b. Estimated square feet 13,000
 - c. 3 restrooms
8. Beacon Theatre
 - a. 401 N. Main Street
 - b. Estimated square feet 7,000
 - c. 7 restrooms

Section B. Contractor(s) will furnish all labor, equipment, supplies, and supervision to perform the Regular Services listed below with the following frequency:

1. Hopewell Main Library - Monday through Saturday
2. Burrowsville-Twice Per Month
3. Carson-Weekly
4. Dinwiddie - Weekly
5. McKenney - Weekly
6. Rohoic - Weekly
7. Prince George-Monday through Saturday
8. Beacon Theatre- As Needed

Section C. Unless unusual circumstances exist; Janitorial services are to be completed when the respective libraries are closed to the public.

Section D. Regular Services - Monday through Saturday

1. Dusting

- a. All flat surfaces, including canopy tops of shelves.
- b. Vents and around lights.
- c. Chair rungs, furniture bases and windowsills.

2. Completely clean and polish exposed desk and work surfaces.

3. Clean Telephones.

4. Dump trash bins; replace liner, wash can if needed.

5. Thoroughly vacuum entire carpeted area, including edging under, behind desks and furniture. Spot clean where spills or stains have occurred. If tile floor, sweep and damp mop.

6. Wash or damp clean partition tops.

7. Spot clean walls, partitions, drawers, and file cabinets.

8. Inspect work. Secure doors and lights.

9. Rest Room Cleaning

a. Service all soap and paper dispensers. Spray and clean surrounding walls with cleaning and disinfectant solution

b. Clean Fixtures:

i. Spray fixture and surrounding wall with cleaning solution. Wipe clean. Leave seats up. Wipe all splash areas in stalls and urinals.

ii. Hand scrub sinks, toilets, and urinal interiors with pad and liquid abrasive.

iii. Flush.

iv. Spray drain gooseneck and wipe clean. Clean all under counter areas and chrome. Shine and polish when needed.

c. Clean all mirrors.

d. Dust all partitions, partition tops, ceiling vents and all flat

surfaces.

- e. Sweep floor. Use scrub brush around wall, under toilets and urinals. Wet mop entire floor surface using cleaning solution and disinfectant with warm water. Use "Wet Floor' or "Caution' signs as needed.
- f. Deodorize toilet rooms when necessary
- g. Dump trash bin, replace liner, wash bin if needed.
- h. Thoroughly clean surfaces of Baby Changing Stations using cleaning solution and disinfectant with warm water.
- i. Dump feminine disposal cans and replace liners.
- j. Inspect work and secure.

10. Drinking Fountains and Sinks

- a. Scrub all surfaces carefully with a clean cloth and cleaning solution. Give special care to the fountain jet and protective guard. Use fountain brush for cleaning the jet guard and all other metal parts.
- b. Use a test tube brush to clean the drain holes of the fountain bowl.
- c. Use a cleaner to remove stains.
- d. Rinse all exposed surfaces and parts with a damp rag.
 - e. Polish the metal with dry clean cloth or a paper towel.
 - f. Remove any splashes or cleaning solutions spilled on the floor.

11. Lobby and Area Cleaning

- a. Vacuum mats at entrances
- b. Clean door and adjacent glass panels of doors inside and out.
- c. Empty and wash trash containers, ashtrays and cigarette urns.
- d. Remove cobwebs. Spot clean walls
- e. Dust windowsills, blinds, radiant heat, wall hangings.
- f. Clean wall directories or other information boards, signs, or wall hangings.
- g. Dust mop tile floors.
- h. Wet mop floors. Use clean mop; clean water, and mild detergent.
- i. Clean inside and outside glass entry doors at the Hopewell and Prince George Libraries.
- j. Cafe and Vending area special attention to trash, spot and crumb cleaning.

Section E. 24-Hour, Weekly, Bi-weekly and Monthly Services

- 1. Spot clean carpets as necessary within 24 hours of notification of problem.
- 2. Spray and buff tile floor bi-weekly to maintain acceptable appearance.
- 3. Wash interior windows weekly.
- 4. Wash restroom walls bi-weekly.

5. Vacuum and Spot clean upholstered both cloth and plastic furniture monthly.
6. Vacuum drapes and Venetian blinds monthly
7. Dust overhead light fixtures every 6 months.
8. Change and clean/dry entryway mats bi-weekly.
9. Clean refrigerators monthly.
10. Shine/wax floors in public and staff areas monthly.

Section F. The following are grounds for termination of contract:

1. Unsatisfactory performance as determined by the Regional Library Director based on contract specifications and his experience and knowledge from administrating this contract.
2. Contractor's failure to timely respond to complaints and/or inquiries from the Regional Library Director.

The Regional Library Director is the sole contact for this contract. All questions and concerns must be submitted to the Regional Library Director.

Regional Library Director: Scott Firestine, sfirestine@arls.org, 804-458-6329 ext. 2005.

Appomattox Regional Library System

Location and Hours

For informational purposes only, the approximate square footage of each building included is provided.

Hopewell Main

Maude Langhorne Nelson Library

209 E. Cawson Street

Hopewell, VA 23860

804-458-6329 & 804 861-0322

Hours: Monday - Thursday 10:00 am - 9:00 pm; Friday and Saturday 10:00 am - 6:00 pm

(36,000 Square Feet)

Burrowsville Branch

18701 James River Drive

Disputanta, Va 23860

757-866-0659

Hours: Monday, Tuesday, Thursday 4:00 pm - 8:00 pm

Friday 3:00 p.m.-6:00 p.m.

Saturday 10:00 a.m.-1:00 p.m.

(1375 Square Feet)

Carson Branch

16101 Halligan Park Road

P.O. Box 58

Carson, VA 23830

434-246-2900

Hours: Monday, Tuesday, Thursday 3:00 pm - 7:00 pm

Wednesday 10:00 am - 12:00 noon & 3:00 pm - 7:00 pm

Friday and Saturday 3:00 pm - 6:00 pm

(1200 Square Feet)

Dinwiddie Branch

14103 Boydton Plank Road

Dinwiddie VA 23841

804-469-9450

Hours: Monday, Tuesday, Thursday 2:00 pm - 7:00 pm

Wednesday 10:00 am - 7:00 pm

Friday 2:00 pm -6:00 pm

Saturday 10:00 am- 1:00 pm

(2000 Square Feet)

McKenney Branch

20707 First Street Room 2

McKenney, VA 23872

804-478-4866

Hours: Monday, Tuesday, Thursday 3:00 pm - 7:00 pm

Tuesday 10:00 am- 1:00 pm, 3:00 pm-7:00 pm

Friday 3:00 pm - 6:00 pm

(715 Square Feet)

Rohoic Branch

7301 Boydton Plank Road

Petersburg, VA 23803

804-732-4119

Hours: Monday, Tuesday, Wednesday 3:00 pm - 8:00 pm

Thursday 10:00 am- 1:00 pm & 3:00 - 8:00 pm

Saturday 10:00 am - 1:00 pm

(2700 Square Feet)

Prince George Branch

6605 Courts Drive

Prince George, VA 23875

Hours: Monday, Tuesday Noon-7:00 pm

Wednesday 10:00 am-5:00 pm

Thursday Noon-7:00 pm

Friday, Saturday Noon-6:00 pm

(13,000 Square Feet)

Beacon Theatre

401 N. Main Street

Hopewell, VA 23860

Open at various times and dates for events such as, weddings, birthday parties, retirement parties, dances, business meetings, etc.

CUSTODIAL SERVICES
BID PAGE

Name of Firm _____

Address: _____

Telephone # _____

Contact _____

Regular Services \$ _____/month

Carpet Cleaning \$ _____/year

Clean Windows \$ _____/year

Signed by _____

Title _____

GENERAL TERMS AND CONDITIONS

- A. **INDEMNITY:** The contractor agrees to defend, indemnify and hold harmless, the Appomattox Regional Library System and its members, officers, directors, employees, agents, and representatives from and against any and all claims, damages, demands, losses, costs and expenses, including attorney's fees, and any other losses of any kind or nature whatsoever including claims for bodily injuries, illness, disease, or death and physical property loss or damage in favor of contractor, its sub-contractors, their employees, agents, and third parties arising during the performance of services and resulting from tort, strict liability, or negligent acts or omissions of contractor, its sub-contractors and their employees or agents under the agreement, or resulting from breaches of contract, whatever by statute or otherwise.

Each contractor shall assume the responsibility for damage to or loss of its material, equipment or facilities located at the site and, in order to effect this limitation of liability, the contractor agrees to insure or self-insure such property against any such risk.

- B. **ANTI-DISCRIMINATION:** By submitting the bids, the bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §11-51 of the *Virginia Public Procurement Act*.

1. During the performance of this contract, the contractor agrees as follows:
2. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
3. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
4. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

5. The contractor will include the provisions provided above in every subcontract or purchase order over \$15,000, so that the provisions will be binding upon each subcontractor or vendor.

- C. **SUBCONTRACTORS:** The contractor shall not employ any subcontractor that the ARLS may, within a reasonable time, object to as unsuitable.

The owner shall, on request, furnish to any subcontractor, if practicable, the amounts of payments made to the contractor, the Schedule of Values and Requests for Payment submitted by the contractor, and any other documentation submitted by the contractor which would tend to show what amounts are due and payable by the contractor to the subcontractor.

The contractor agrees that he is as fully responsible to the ARLS for the acts and omissions of his subcontractors, suppliers, and invitee upon the site of the project and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting the bids, the bidders certify that the bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with the bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting the bids, the bidder certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

- F. **DEBARMENT STATUS:** By submitting the bids, the bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. **PAYMENT:** Payment by the ARLS is due thirty days (30) after delivery of invoice is made to the ARLS.

- H. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the ARLS.

- I. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in the following way:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits; require that the Appomattox Regional Library System be added as an additional named insured on contractor's policy.
 2. Employers Liability - \$100,000.
 3. Comprehensive general liability for bodily injury liability and property damage liability shall be provided as to limits specified.
 4. Contractor's protective liability shall be provided for bodily injury liability and property damage liability.
 5. Fire and extended coverage shall be provided on the completed builder risk form if specified in bid specifications.
 6. The contractor shall require each of his subcontractors to carry Workmen's Compensation Insurance and public liability and property damages liability.
 7. Automobile Liability – bodily injury and property damage shall be provided as to limits set forth in the specification
- The contractor shall deliver to the ARLS copies of all insurance certificates.

SPECIAL TERMS AND CONDITIONS

- A. **AWARD OF CONTRACT:** The ARLS reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. However, the ARLS reserves the right to award to a reasonably priced DMBE-certified small business bidder(s) that is other than the lowest priced bidder(s). The ARLS reserves the right to conduct any tests it may deem advisable and to make all evaluations. The ARLS reserves the right to reject any or all bids, in whole or in part, to waive any informalities, and to delete items prior to making an award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- B. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 120 days. At the end of the 120 days the bid may be withdrawn at the

written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

- C. **CANCELLATION OF CONTRACT:** The ARLS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. **DRUG FREE WORKPLACE:** The contractor acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on state property are prohibited:
1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 3. The contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the ARLS in addition to any criminal penalties that may result from such conduct.
- E. **PREPARATION AND SUBMISSION OF BIDS:** Bids must give the full business address of the bidder and be signed by him/her with his/her usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to the signature the word "President," "Secretary," "Agent" or other designation without disclosing the principal, may be held to be the bid of the individual signing. When requested by the ARLS, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

- F. **WITHDRAWAL OR MODIFICATION OF BIDS:** Bids may be withdrawn or modified by written notice received from bidders prior to the deadline fixed for bid receipt. The withdrawal or modification may be made by the person signing the bid or by an individual(s) who is authorized by him on the face of the bid. Written modifications may be made on the bid form itself, on the envelope in which the bid is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.
- G. **RECEIPT AND OPENING OF BIDS:** It is the responsibility of the bidder to assure that his bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will not be considered. Bids will be opened at the time and place stated in the advertisement, and their contents made public for the information of bidders and others interested who may be present either in person or by representative. The officer or agent of the ARLS, whose duty it is to open them, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid not properly addressed and identified.
- H. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, the ARLS reserves the right granted by § 2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the ARLS' available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bid. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The ARLS shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the ARLS and the lowest responsive, responsible bidder.
- I. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the ARLS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the ARLS may have.