



BID SPECIFICATIONS

CARPET CLEANING SERVICES

for

TOWN FACILITIES

IFB 2016-0032

November 2016

Facilities Management Division
12A Gateway Circle
Hilton Head Island, SC 29926
843-342-4581

**TOWN OF HILTON HEAD ISLAND
INVITATION FOR BID
CARPET CLEANING SERVICES FOR TOWN FACILITIES
IFB 2016-0032**

The Town of Hilton Head Island is soliciting sealed bids from qualified bidders for a multi-year contract for carpet cleaning services for Town facilities in accordance with the an established scope of service/specifications. Bid information and forms can be obtained from the Town's website at www.hiltonheadislandsc.gov or from contacting Facilities Management at 843-342-4581.

A **mandatory** pre-bid meeting will be conducted at 10:00am on the 7th of December 2016 at Town Hall, One Town Center Court, Hilton Head Island, SC 29928. **The Town will only accept bids from those Contractors in attendance at this meeting.**

Sealed bids are due no later than 10:00am, Wednesday December 21, 2016. Bids will be opened at Town Hall at 10:05am the same day. No late bids will be accepted for any reason. No faxed bids will be accepted.

A question and response period will be open December 2, 2016 – December 19, 2016. Questions must be submitted in written form. All questions and answers will be provided to contractors. No questions will be answered after December 19th.

The award of a contract for these services will be based on the following criteria:

- Cost - adequacy of the proposed work force/equipment required to perform these services (must meet Town's referenced minimum requirements).
- Responsiveness - responsibility of the bidder based on referenced past performance on contracts of similar requirements and scope.

Label bid on the outside of the sealed envelope with the following: **"IFB 2016-0032 CARPET CLEANING SERVICES"**. Hand carry bid to the Receptionist at Town Hall, One Town Center Court, Hilton Head Island, SC, or deliver by traceable means, i.e. Fed Ex; to Town of Hilton Head Island, One Town Center Court, Hilton Head Island SC 29928 Attention: Tom Fultz (IFB 2016-).

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Any bidder/offeror qualified for the "LOCAL VENDOR PREFERENCE" should fill out a certification statement and include it with bid/proposal in order to be considered for this preference. Certification forms are available on the Town's website at www.hiltonheadislandsc.gov or can be obtained by contacting Tom Fultz at 341-4600. If

certification has previously been confirmed, please include a copy of the certified form with the bid/proposal.

Bids must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

BID INSTRUCTIONS:

Bids shall be submitted on the provided bid forms which must be filled out completely. All required Certificates of Insurance must be included with your bid. All Contractors will provide a minimum of three references for contracts of similar requirements and scope. Please provide name and current phone number of a primary point of contact for each reference. Failure of your bid to comply with these requirements will render it non-responsive. Attached is a sample contract format that will be used for the award of these services for reference only.

The contractor shall be required to meet all tasks of this contract during the specified timeline for each. The contractor and the town will review service prior to the end of each month to review contract performance prior to the submission of an invoice for that month. Failure on the part of the contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.

For more information concerning this solicitation, please contact Alice Derian at 342-4581.

SCOPE OF SERVICES

The Contractor shall be responsible for providing once yearly carpet cleaning services at the following locations in accordance with the specified months:

- Town Hall and Courthouse Complex - One Town Center Court – February & March
25,940 square feet
- Fire and Rescue Headquarters – 40 Summit Drive - May
6,793 square feet
- Facilities Management – 12A Gateway Circle - April
1,678 square feet
- Fire Station 1 – 70 Cordillo Parkway - June
1,762 square feet
- Fire Station 2 – 65 Lighthouse Road - January
1,269 square feet
- Fire Station 3 – 534 William Hilton Parkway - July
1,347 square feet
- Fire Station 4 – 400 Squire Pope Road - August
1,837 square feet
- Fire Station 5 – 20 Whooping Crane Way - September
1,779 square feet
- Fire Station 6 – 16 Queen’s Folly - October
2,386 square feet
- Fire Station 7 – 1001 Marshland Road - November
1,766 square feet

The Contractor shall perform an adequate, written pre-assessment with a thorough site inspection and provide written notification identifying any pre-existing conditions or problems for which the successful bidder may be liable. All square footage provided is approximate and should be verified by the contractor.

The Contractor shall be responsible for moving necessary furniture in order to clean the carpet with pad and block to protect the carpet and shall leave it in place until the carpet is completely dry. The Contractor shall be responsible for replacing furniture after carpet is dry.

Contractor shall not be responsible for moving computers or other electronics.

The Contractor shall be responsible for thoroughly vacuuming all carpets to dislodge and extract all dry soil possible prior to start of project.

The Contractor shall pre-treat all visible stains in a manner suited for best spot removal results. Removal of gum and other attached contaminants shall be included in the cost of the bid.

The Contractor shall use an "External Extraction" method for deep cleaning carpets .This method may also be known as "Hot Water Extraction" or "Steam Cleaning".

The Contractor shall perform services from a truck-mounted unit outside the building with only the hose and floor tool brought inside.

The Contractor shall use only those detergents and chemicals approved in advance by the Town and provide appropriate technical data sheets and Material Safety Data Sheets for any/all cleaning products that may be on-location at any time.

The Contractor shall ensure complete drying within 12 hours. The Contractor shall provide all necessary air movers and/or dehumidifiers to facilitate this requirement

The Contractor shall be responsible for the proper disposal of all waste materials and cleaning fluids in accordance with local, state and federal regulations.

The Contractor shall perform services during non-work hours (i.e. evenings, weekends, holidays, etc.) or as is best determined by the Town.

The Contractor shall perform services as scheduled by the Town.

The Contractor shall perform services not specified herein as directed by the Town at a negotiated cost. These services shall include additional external extraction cleanings, furniture cleaning, spot cleaning carpets and water extraction

INSURANCE REQUIREMENTS

The Contractor shall provide copies of and maintain at all times the following minimum insurance coverage:

Worker's Compensation	Statutory Amount
Aggregate General Liability	\$1,000,000
Comprehensive Vehicle Liability	\$1,000,000
Town of Hilton Head Island Business License	

BID FORM
IFB 2016-0032
CARPET CLEANING SERVICES

We have reviewed the specifications for this contract and can comply with all requirements therein. If selected by the Town of Hilton Head Island, we shall provide the required and specified services from January 1, 2017 until December 31, 2020 for the sum of \$_____ annually. The contract may be renewed for 2 one year options at the pleasure of the Town.

Unit Cost for additional external extraction cleaning \$_____ per square foot

The following companies may be contacted for references:
(List company, contact name, and telephone number)

Reference 1: _____

Reference 2 : _____

Reference 3: _____

This bid is in effect for 60 days following bid opening.

COMPANY: _____

Owner/Manager: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

Witness: _____

9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or

2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or

3. possess a valid driver's license or identification card from

another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 12.1 (a) or option 12.1 (b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

- (a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

- (a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; 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 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<< **CONTRACTOR'S FULL NAME**>>

By: _____

Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____

Gregory D. DeLoach, Esq.,

Its: Assistant Town Manager