

REQUEST FOR PROPOSALS
RFP #210323: JANITORIAL SERVICES—ADMINISTRATIVE OFFICE

Issue Date: March 31, 2021

Title: Janitorial Services

Issuing Agency: Southside Behavioral Health
PO Box 1478
143 Industrial Parkway
Clarksville, VA 23927

Location of Job: Same as above

Period of Contract: From July 1, 2021 through June 30, 2022

Proposals will be received for furnishing services described herein until:

3:00 p.m.	Friday	April 30, 2021
Time	Day	Date

All inquiries for information should be directed to:

Jamie Garner
Purchasing Specialist
Southside Behavioral Health
(434) 572-6916 Ext. 1509

PLEASE MAIL OR HAND DELIVER PROPOSALS TO THE ISSUING AGENCY AS SHOWN BELOW:

Southside Behavioral Health
143 Industrial Parkway
PO Box 1478
Clarksville, VA 23927

Email: sbhcares@southsidebh.org

ENVELOPES SHOULD BE MARKED WITH RFP #210323: JANITORIAL SERVICES—ADMINISTRATIVE OFFICE AND RECEIVED BY 3:00 P. M. ON FRIDAY, APRIL 30, 2021

It is the contractor's responsibility to assure that proposals are received at the location indicated by the date and time above. This page and all attachments must accompany your proposal, with all information and signatures applied as required.

In compliance with this Request for Proposals, and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Offeror Name and Address:

_____ Zip Code _____

Date: _____

By: _____

Offeror Representative
(Print Name)

Telephone: _____ Signature (in Ink) _____

FEI/FIN: _____ Title _____

Optional Information: Minority contractors are encouraged to submit proposals; however, minority status does not influence award.

Offeror ___ **DOES** ___ **DOES NOT** consider his/her firm to be a minority owed business.

Offeror ___ **IS** ___ **IS NOT** certified as a minority business by the Virginia Department of Minority Business Enterprise.

SOUTHSIDE BEHAVIORAL HEALTH

REQUEST FOR PROPOSAL

1. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified Offerors to establish a contract through competitive negotiations with one or more qualified contractors to provide janitorial services on a biweekly basis to the Administrative Office, 143 Industrial Parkway, Clarksville, Virginia, as per specifications (Exhibit A).

2. BACKGROUND

Southside Behavioral Health, located in Clarksville, Virginia provides for the mentally and developmentally disabled in Halifax, Mecklenburg, and Brunswick counties. This includes outpatient, psychiatry, group homes, individualized apartments, and day programs.

3. STATEMENT OF NEEDS OR SCOPE OF WORK

Please see attached specification sheet (Exhibit A) for facility location and services required.

4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS:

a. RFP Response:

In order to be considered for selection, Offerors must submit a complete response to this RFP. One original (1) and one (1) copy of each proposal must be submitted to the issuing SBH. No other distribution of the proposals shall be made by the Offeror.

b. Proposal Preparation:

- (1) Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by SBH. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- (2) Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- (3) Ownership of all data, material, and documentation originated and prepared for SBH pursuant to the RFP shall belong exclusively to SBH and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time

the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secret is not acceptable and will result in rejection and return of the proposal. All information requested must be submitted. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Failure to submit all information requested may result in a proposal being considered non-responsive and therefore, rejected.

c. Oral Presentation:

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to SBH. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SBH will schedule the time and location of these presentations. Oral presentations are an option of SBH and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS: Proposals should be as thorough and detailed as possible so that SBH may properly evaluate your capabilities to provide their required goods/services. Offerors are required to submit the following items as a complete proposal:

- a. The return of the RFP cover sheet and addenda, if any, signed and filled out as required.
- b. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
- c. A written narrative statement to include:
 - (1) Experience in providing the goods/services described herein.
 - (2) Names, qualifications and experience of personnel to be assigned the project.
- d. Specific plans for providing the proposed goods/services including:
 - (1) List of proposed equipment/goods/etc. including operating parameters, illustrations, etc.
 - (2) What, when, and how the service will be performed.
 - (3) Time frame for completion (if not otherwise specified by the agency in the statement of needs).
- e. Proposed Price: Indicate in the pricing schedule, Attachment 2.

5. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA: Proposals will be evaluated by SBH using the following Criteria:

- Completed Offeror Data Sheet
- Experience and Qualification of Personnel
- Goods/Services Proposed
- Proposed Price

B. AWARD: An award will be made to the lowest responsive and responsible bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

6. GENERAL TERMS AND CONDITIONS

A. VENDOR'S MANUAL: This solicitation is subject to the provisions of the purchasing regulations of the Southside Behavioral Health and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of these regulations is available for review at the Purchasing Office or a copy can be obtained by calling Jamie Garner, Purchasing Specialist, at 434-572-6916, Ext. 1509.

B. APPLICABLE LAWS AND COURTS: Any contract resulting from this solicitation shall be governed in all respects of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

C. ANTI-DISCRIMINATION: By submitting their bids or proposals, Bidders or Offerors certify to SBH that they will conform to the Provisions of the Federal Civil Rights Act of 1964, as amended, Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, Virginians with Disabilities Act, the Americans with Disabilities Act, and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of funds provided; however, if the faith-based organization segregates with public funds into separate accounts, only the account and programs funded with public funds shall be subject to audit by the public body (Code of Virginia, & 2.2-4343.1E).

In every contract over \$10,000 the following provisions apply:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except there is a bona fid 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.

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.

Notices, advertisements and solicitation placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor will include the provisions of (1) above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **NON-DISCRIMINATION OF CONTRACTORS:** A Bidder, Offeror, or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- E. **DRUG FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) includes the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, possession or use of any controlled substance or marijuana during the performance of the contract.

- F. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids or proposals, Bidders or Offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder/Offeror, supplier, manufacturer, or subcontractor in connection with their bid or proposal, 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.

- G. DEBARMENT STATUS: By submitting their proposals, all Offerors certify that they are not currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent or any person or entity that is currently debarred from submitting bids/proposals on contracts by any agency of the Commonwealth of Virginia.
- H. MANDATORY USE OF SBH FORMS AND TERMS AND CONDITIONS: REQUESTS FOR PROPOSALS: Failure to submit a proposal on the official form provided for that purpose may be a cause for rejection of the proposal. Return of the specified documents is required. Modification of, or additions to, any portion of the solicitation may be cause for rejection of the proposal; however, Southside Behavioral Health reserves the right to decide, on a case by case basis, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or the solicitation documents, the prospective Offeror should contact the Board representative whose name appears on the face of the solicitation, no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by SBH.
- J. PAYMENT:
 - a. PRIME CONTRACTOR
 - a. Invoices for services ordered, delivered, and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number, Social Security Number, or Federal Employer Identification Number.
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This, however, shall not affect offers of discounts for payment in less than 30 days. Invoices must show the contract or purchase order number assigned by SBH and shall be submitted by the Contractor to the attention of the Purchasing Specialist and mailed to PO Box 1478, Clarksville, Virginia 23927.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurement and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that

portion of the invoice held in abeyance until settlement can be reached. Upon determining that invoiced charges are not reasonable, SBH shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve SBH of its prompt payment obligation with respect to those charges which are not in dispute (Code of Virginia, §2.2-4363).

b. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:
 - 1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from SBH for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - 2) To notify SBH and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from SBH, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of SBH.

- K. PRECEDENCE OF TERMS: The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATION OF OFFEROR: SBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to SBH all such information and data for this purpose as may be requested. SBH reserves the right to inspect Offeror's premises prior to award to satisfy questions regarding the Offeror's capabilities. SBH further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy SBH that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- M. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - a. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in

the contract award. Any 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.

- b. SBH may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify SBH of the adjustment to be sought, and before proceeding to comply with the notice, shall await SBH's written decision affirming, modifying, or revoking the prior written notice. If SBH decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give SBH a credit for any savings. Said compensation shall be determined by one of the following methods:

- (1) By mutual agreement between the parties in writing; or
- (2) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to SBH's right to audit the contractor's records and/or to determine the correct number of units independently; or
- (3) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present SBH with all vouchers and records of expenses incurred and savings realized. SBH shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to SBH within thirty (30) days from the date of receipt of the written order from SBH. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the dispute's provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by SBH or with the performance of the contract generally.

N. TESTING AND INSPECTION: SBH reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

O. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, SBH, 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 of the remedies which SBH may have.

P. INSURANCE: By signing and submitting a bid or proposal under this solicitation, the Bidder or Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. For construction contracts, if any subcontractors are involved, the subcontractor will have Workers' Compensation Insurance in accordance with §2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The Bidder or Offeror further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

(1) Workers Compensation – Statutory requirements and benefits.

(2) Employers Liability - \$100,000.00

(3) Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. SBH is to be named as an additional insured and so endorsed on the policy.

(4) Automobile Liability - \$1,000,000.00 combined single limit (Required only if a motor vehicle not owned by the SBH is to be used in performance of the contract. Contractor must assure that the required coverage is maintained by the Contractor, or third-party owner of such motor vehicle.)

(5) Professional Liability- \$2,250,000 occurrence \$4,250,000 aggregate July 1, 2017 - \$2,300,000. This complies with *Code of Virginia* § 8.01-581.15 (Required only if the services being provided are subject to the aforementioned section of the Code of Virginia).

**It is understood that the Contractor will provide his/her own Professional Liability insurance, as applicable.

**The Contractor must notify the Purchaser within ten (10) days prior to the Liability/Malpractice Insurance being cancelled, as applicable.

Q. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with SBH, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

R. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of SBH.

S. SPECIAL TERMS AND CONDITIONS

a. AUDIT: The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five (5) years after final payment, or until audited by SBH, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

- b. AWARD: An award will be made to the lowest responsive and responsible. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
 - c. CANCELLATION OF CONTRACT: The purchasing agency 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. RENEWAL OF CONTRACT: This contract may be renewed by SBH upon written agreement of both parties for four (4) successive one-year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
 - e. BID ACCEPTANCE PERIOD: Any bid/proposal in response to this solicitation shall be valid for thirty (30) days. At the end of the thirty (30) days the bid may be withdrawn at the written request to the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
 - f. IDENTIFICATION OF BID/PROPOSAL ENVELOPE: Address the proposal to Southside Behavioral Health, PO Box 1478, Clarksville, VA 23927. Mark on the envelope RFP #210323-Janitorial Services, to the attention of Jamie Garner, Purchasing Specialist.
- T. INDEMNIFICATION: Contractor agrees to indemnify, defend, and hold harmless SBH, its officers, agents, and employees from any claims, damage, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any material, goods, or equipment of any kind or nature furnished by the Contractor, any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods, or equipment delivered.
- U. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he/she may utilize, using his/her best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he/she is fully responsible for the acts and omissions of his/her subcontractor and of persons employed by them as he/she is for the acts and omissions of his/her own employees.
- V. WORK SITE DAMAGES: Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to SBH's satisfaction and at the Contractor's expense.

- W. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of SBH. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish SBH the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- X. DISPUTES: Disputes shall be communicated between the Contractor's assigned coordinator and the assigned SBH official, who will negotiate resolution of dispute. If the condition is not corrected, the coordinator and official shall meet with SBH's Contract Officer who will negotiate resolution of the dispute. If the condition is not corrected at the above level, a meeting shall be scheduled with SBH's Executive Director or his/her designee, by SBH's Contract Officer, including all interested parties. The decision of SBH's Executive Director/designee shall be final.
- Y. METHOD OF PAYMENT
The contractor will invoice SBH on a monthly basis. The invoices are due to SBH by the 5th of the month following the month services were rendered. The invoice shall specify dates, hours and sites of services rendered. SBH shall pay the contractor within thirty (30) days of receiving the invoice.

ATTACHMENT 1
OFFEROR DATA SHEET
TO BE COMPLETED BY OFFEROR

RFP #210322: JANITORIAL SERVICES –ADMINISTRATIVE OFFICES

1. QUALIFICATIONS OF OFFEROR: The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN THE BUSINESS: Indicate the length of time you have been in business providing this type of service: _____ Years/Months
3. REFERENCES: Indicate below a listing of at least four (4) recent references for which you have provided this type of service. Include the date service was furnished and the name and address of the person the Board has your permission to contact.

PERSON TO CONTACT

CLIENT	DATE	ADDRESS	TELEPHONE NUMBER

4. Offeror name, phone number, state, and state of incorporation. If not a corporation, state the type of business organization, names and addresses of owners, address and phone number of principle place of business, date business began, and state in which organized.

5. Are you a subsidiary firm: _____ Yes _____ No. (If yes, list the name and location of your parent affiliation)

6. Name and title of firm's official to whom further communication should be directed:

I certify the accuracy of this information:

Signed: _____

Date: _____

Title: _____

“EXHIBIT A”
JANITORIAL SERVICES
SPECIFICATIONS

Janitorial services are to be performed on Wednesdays and Fridays. Bidder/Offeror will provide all labor, supervision, equipment, tools, parts, and materials necessary to ensure that services are being performed as required. Southside Behavioral Health will only supply the consumable products used at each location, such as toilet paper, paper towels for facility dispensers, hand soap, light bulbs, trash can liners, and wall blocks. A checklist will be provided for each cleaning. Bidder/Offeror will check off tasks performed, sign the sheet, and leave it at the front desk.

Services to be performed at each and every cleaning:

- Sweep/vacuum **all** floors and baseboards
- Mop **all** tile floors
- Empty **all** trash cans/replace liners
- Dust surfaces throughout building common areas and offices (EXCLUDING IT equipment: computers, monitors, printers, etc.)
- Clean windowsills in **all** open/common areas
- Clean **all** glass doors
- Clean and disinfect **all** bathroom surfaces and fixtures:
 Commodes (tanks & bowls) | Sinks | Stall walls and doors | Floors, etc.
- Stock bathrooms w/tissue and towels
- Clean kitchen counters
- Wipe down kitchen tables and chairs
- Clean kitchen sink
- Wipe off microwaves (inside and out)
- Check for/remove cobwebs

Services to be performed as specified:

- Buff floors QUARTERLY | Wax floors SEMI-ANNUALLY
- Clean windows SEMI-ANNUALLY (in the spring and fall)
- Empty paper shredder/replace liner AS NEEDED
- Empty smoking binds MONTHLY
- Strip then wax and buff tile floors (ANNUALLY - must obtain prior approval from SBH)
- Shampoo **all** carpets (ANNUALLY - must obtain prior approval from SBH)

**ATTACHMENT 2
PRICING SCHEDULE
ADMINISTRATIVE OFFICE**

Price for Monthly Cleaning, as specified in Exhibit A

\$ _____

Price for yearly stripping, waxing, and buffing all tile floors

\$ _____

Price for yearly shampooing all carpets

\$ _____

Additional Information/Comments:
