



Request for Quotation
Cleaning Services
RFQ#: 2013/KWPR
General Information

RELEASE DATE:

January 15, 2013

DESCRIPTION:

The King William County Department of Parks and Recreation is currently seeking quotations for cleaning services to be performed, starting July 1, 2013, on all indoor facilities at the King William Recreational Park location, Recreation Lane, Aylett, VA.

FROM:

King William County Department of Parks and Recreation
JudiAnn Shaver, Director
180 Horse Landing Road
P.O. Box 215
King William, Virginia 23086
jshaver@kingwilliamcounty.us
(804) 769-4981

DEADLINE FOR SUBMISSION OF QUOTES:

February 15, 2013 – 3:00 PM

QUOTES:

Prices quoted should include full billable rate, along with any breakdowns requested, and shall be used for payment in arrears. Notice: All quotes are assumed valid for ninety (90) days from quotation opening date unless otherwise noted.

KWCP&R reserves the right to hold bids for up to sixty (60) days before action thereon. Any bid which is incomplete, conditional and obscure or which contains additions not called for herein or irregularities of any kind, may be rejected. No bid will be allowed to be withdrawn after it has been deposited with King William County Parks and Recreation, except as provided by law.

To be valid, all quotations must be signed and accompanied by all required documents contained within this bid package. Representative's signature on this quote certifies no quotations on this request have been submitted by officers, representatives or an affiliate of this firm under another name.

CONTRACT PERIOD:

The contract period would continue for a period of 3 years, unless renewed for up to two (2) additional one year periods at KWPR's discretion.

RESERVED RIGHTS:

KWPR reserves the right to accept or reject any and/or all quotes, in whole or in part, and to waive irregularities and technicalities, and to request resubmission of quotes for any reason.

SPECIFICATIONS/SCOPE:

See attached Scope of Services.

ADDITIONAL REQUIREMENTS:

The Respondent represents and warrants to KWPR that the Respondent:

1. Has adequate staffing, appropriately trained to perform all services outlined herein in a timely manner;
2. Will perform all duties agreed upon, Restroom Facilities-Public: three (3) weekdays (Monday, Wednesday & Friday) and one (1) day on the weekend (Saturday) at park closure, Restrooms/Rec. Center: one (1) weekday (Monday);
3. Will provide labor, supervision, cleaning supplies, and cleaning equipment;
4. Will not charge for extra work of an occasional, accidental or reasonable emergency nature created in the normal course of business conducted on the premises. A quote will be provided for cleaning services necessary due to vandalism;
5. Guarantees to pay all payroll taxes, worker's compensation insurance and any and all other taxes that may be levied against payroll by county, state or federal agencies. Respondent shall furnish personal liability and property damage insurance certificates in the amount of \$1,000,000.00 umbrella policy, a \$500,000.00 crime and theft coverage and a worker's compensation certificate.
6. Agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances;
7. To the best of Respondent's knowledge, does not have a significant financial interest in a vendor with whom KWPR is under contract.

AWARD CRITERIA

Award shall be the lowest priced, responsive and responsible respondent who meets or exceeds the requirements of the specifications. Other award factors shall be a comprehensiveness of application, training, experience and reference checks.

KWPR reserves the right to reject the quote of any respondent who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If after the due date and time, the lowest bid by a respondent is deemed non-responsible by KWPR, such respondent shall receive written notice from KWPR of this determination.

The respondent shall have five (5) business days from the date of this notice to dispute the determination and to provide to KWPR any additional information it deems relevant regarding the respondent's responsibility.

SCOPE OF SERVICES

I. RESTROOM FACILITIES (Monday, Wednesday, Friday and Saturday)

- All trash receptacles are to be emptied, liners replaced (supplied by KWPR) and trash removed to collection point. Receptacles are to be wiped with each cleaning.
- Stock toilet tissue, wax bags and hand soap (all supplied by KWPR)
- Clean and polish mirrors.
- Toilets and urinals shall be cleaned and disinfected inside and out, with the outside polished.
- Toilet seats shall be cleaned on both sides and disinfected.
- Scour and sanitize all basins. Polish bright.
- Clean and polish mirrors.
- Remove all splash marks from walls and around basins.
- Wipe down walls, doors and handles.
- Wet mop and rinse restroom floors with a disinfectant.
- Clean and wipe down windows and windowsills.
- Clean light fixtures and fans as needed.
- Remove fingerprints and marks from around light switches and doorframes.
- Sweep exterior steps/landings and remove all trash and debris.
- Clean signage.
- Report any broken and/or non-working fixtures to the Park Supervisor Immediately and post "Out of Order" signage on the appropriate fixture.

II. REC. CENTER/PARK OFFICE (Monday)

- All trash receptacles are to be emptied, liners replaced (supplied by KWPR) and trash removed to collection point. Receptacles are to be wiped with each cleaning.
- Vacuum carpeted areas, taking care to get into corners, along edges and beneath furniture.
- Dust accessible horizontal and vertical surfaces, including desktops, file cabinets, windowsills, chairs, tables, pictures and all manner of furnishings.
- Clean and polish mirrors.
- Clean light fixtures as needed.
- Wipe down baseboards and window blinds.
- Remove fingerprints and marks from around light switches and doorframes
- Sweep exterior steps/landings and remove all trash and debris.
- Clean signage.



**REQUEST FOR QUOTATION
CLEANING SERVICES
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PRICE QUOTE**

Position Description	Labor Fee per month	Cleaning Supplies Fee per month
Cleaning Services	\$	\$

Vendor Name:	
Signature of Authorized Representative:	Date:
Printed Name of Authorized Representative:	Title of Authorized Representative:
Address:	City, State, Zip
Telephone Number:	Email Address: