

Green Charter School
211 Century Drive
Greenville, SC 29607

Subject-Request for Proposal:

SCOPE OF WORK:

Green Charter School is looking for Janitorial services at all its locations. Quote should include the following: Scope of Work for Cleaning of Green Charter Schools six (6) locations.

PROPOSAL INSTRUCTIONS:

Green Charter School, hereinafter referred to as the "Owner" is requesting Proposals to Provide, Janitorial Services at one or multiple locations. All documents enclosed are to be considered an integral part of this Request For Proposal (RFP). Each Proposer is expected to carefully review all information contained in the Proposal Documents. All requirements set forth herein are to be adhered to without exception. Any deviations must be explained fully and may because for rejection.

All Proposals must be prepared in the standard format described below to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore be excluded from consideration. Any proposed deviation from the requested scope of services must be noted and fully explained.

General Scope & Scope of Services:

The proposal should include the following information

1. Daily/nightly cleaning services of the school Specifically addressing the following areas in how they are cleaned
 - a. Restrooms/Lavatories
 - b. Classrooms
 - c. Offices
 - d. Gymnasium
 - e. Cafeteria
 - f. Front lobby/office are
 - g. Hallways
2. Cleaning duties and responsibilities of each location
3. Equipment and Supplies

Cost of Services

Please provide cost of services for each of the following locations or location you choose to bid on. RFP does not require a company to bid on all locations:

Upstate High School Campus-356 Centerpointe Blvd Simpsonville SC

Upstate Middle School Campus and Central Office-211 Century Drive Greenville SC

Upstate Lower Campus-1440 Pelham Rd Greenville SC

Spartanburg Camps-8150 Warren H Abernathy Hwy Spartanburg SC

Midland Campus-7820 Broad River Road Irmo SC

Lowcountry Campus-8717 Old University Boulevard, North Charleston SC

***A specific date and time slot will be provided after the close of accepting RFP's to allow for visiting of schools by potential vendor.**

Additional Services

Please list any additional services that are not included in the basic services.

Insurance

Please provide insurance limits and types

Evaluation Procedures

Owner's personnel will evaluate the proposals on the basis of qualifications, relevant experience, responsiveness, specifications, energy efficiency, life cycle costs, efficiency of use, identification of potential problems and cost of the project. Cost will not be the primary factor in the selection of a firm. Prior to award of the contract, the apparent successful firm may be required to enter into discussions with the Owner to resolve any contractual difference. These discussions are to be finalized and all exceptions resolved with one week from notification. If no resolution is reached, the proposal may be rejected and discussions initiated with the next most responsive proposing firm.

Any questions concerning this RFP shall be submitted in writing, at least three (3) business days prior to the Proposal opening date, to Jonathan Blackwell at the following address. Facsimile or emailed questions will be accepted.

Jonathan Blackwell
Green Charter School
211 Century Drive
Greenville, SC 29607
Jblackwell@scgreemcharter.org

Proposal Award:

Notification to the successful Proposer will be made immediately after evaluation of all the Proposals, in the form of **written and verbal notification**.

The award will be based on:

Scope
Cost

The owner reserves the right to award in whole or in part, or to reject any or all Proposals. Award will be made to the most responsive Proposer and may not be based solely on cost.

I. PROPOSAL PROCEDURE

1. The date and time of Proposal registration is given in the Request For Proposals as is the date and time of the Proposal opening. Proposals received after the date and time of Proposal registration will not be considered.
2. All information that is requested by the Request For Proposals, General Proposal Conditions, Specifications and Proposal Forms must be included to constitute a valid Proposal.
3. In submitting a Proposal, the Proposer acknowledges that they are fully informed as to the extent and character of the work, the required materials, supplies and equipment and further represents that they can furnish the materials, supplies and equipment in complete compliance with the specifications.
4. Any deviations from the specifications must be set forth on the Proposal document.
5. Prices and information required should be type written for legibility. Illegible or vague proposals may be rejected. The signature of the person submitting the Proposal must be in longhand.
6. Sales to Owners are not affected by any fair trade agreements.
7. The Owner is exempt from Federal, State and excise taxes. The price Proposal shall be net and not include the amount of any such tax. Tax exemption certificates, if required, will be provided by the Owner.
8. When Proposals are requested on lump sum basis, Proposer must enter the price for each line item requested and also the lump sum.
9. Under penalty of perjury, the Proposer expressly warrants that the pricing and information submitted herein is not the result of an agreement, expressed or implied, with any other Proposer or Proposers in an attempt to influence or restrict competition.
10. Proposal must be:
 - a. Sealed and submitted in plain envelope, or in one furnished by the Owner addressed to:

Jonathan Blackwell
Facilities Manager
Green Charter School
211 Century Drive
Greenville, SC 29607

- b. Clearly identified on the outside of the envelope with the Proposal number, the due date and time, as indicated in the Proposal conditions. Electronic submittal of proposal is permitted.

11. No interpretation of the meaning of the Proposal document will be made orally to any potential Proposer. Request(s) for such interpretation shall be in writing, addressed to the Owner as directed in the Request For Proposals, no later than three (3) business days prior to the date fixed for the opening of Proposals. The Owner in the form of addenda will send notice of any and all interpretations and any supplemental instructions to all Proposers of record. All addenda so issued shall become a part of the Proposal document and must be acknowledged by each Proposer on the Proposal form.

12. Withdrawal of Proposals:

a. A Proposer may withdraw his Proposal from consideration if the price was substantially lower than the other Proposals due solely to a mistake therein, provided the Proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quality of work, labor or material made directly in the compilation of a Proposal, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Proposal sought to be withdrawn. In order to request the withdrawal of a Proposal, the Proposer shall give notice in writing of his claim of right to withdraw his Proposal within two business days after the conclusion of the Proposal opening procedure and shall submit original work papers with such notice. A Proposal may be withdrawn as described herein upon the approval of the Owner.

b. No Proposal may be withdrawn under this section when the result would be awarding of the contract on another Proposal to the same Proposer or of another Proposer in which the ownership of the withdrawing Proposer is more than five percent.

c. If a Proposal is withdrawn under the authority of this section, the lowest remaining Proposal shall be deemed to be the low Proposal.

d. No Proposer who is permitted to withdraw a Proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Proposal was submitted.

e. If the public body denies the withdrawal of a Proposal under the provisions of this section, it shall notify the Proposer in writing stating the reasons for its decision and award the contract to such Proposer at the Proposal price, provided such Proposer is a responsible and responsive Proposer.

III. PROPOSAL AWARD

1. The Owner will notify the successful Proposer in the form of a Purchase Order or Notice of Award.

2. The Owner reserves the right to reject any or all Proposals if, in its judgment, it is in the best interest of the Owner.

3. The Owner reserves the right to make awards within five (5) days after the date of the Proposal opening during which period Proposals may not be withdrawn unless the Proposals distinctly states in the Proposal that acceptance thereof must be made within a shorter specified time.

4. In accordance with the Code of South Carolina, [in the case of insufficient funds] the Owner reserves the right to negotiate with the lowest responsible Proposer.

5. A notice of award or purchase order to successful Proposer, to the address given in the Proposal, will be considered sufficient notice of acceptance of the contract.

6. A contract may be canceled at the successful Proposer's without cause. Owner will provide written notice of cancellation of services.
7. Cancellation of contract for any reason may result in removal of the successful Proposer's name from Proposal list for future contracting.
8. The successful Proposer shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or right, title, or interest therein, or power to execute such contract, to any other person, company, or corporation.

VI. INSURANCE BOND

1. The successful Proposer shall not be held responsible for losses resulting from war, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the successful Proposer and which by the exercise of reasonable diligence the successful Proposer is unable to prevent.
2. The Proposer shall maintain liability insurance coverage acceptable to the Owner for all persons involved in delivery, installation or employed or acting in any other capacity on behalf of the Proposer on the project site.
3. The successful Proposer will be required to carry adequate insurance to protect the Owner from loss in case of accident, fire, theft, etc.

VII. PAYMENTS

1. Payment shall not preclude the Owner from making a claim for adjustment on any item later found not to have been in accordance with General Conditions and Specifications.

VIII. DRUG FREE WORKPLACE

1. During the performance of this contract, the Proposer agrees to:
 - a. Provide a drug free work place for the Proposer's employees,
 - b. 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 Proposer's work place and specifying the actions that will be taken against employees for violations of such prohibition.
 - c. State in all solicitations or advertisements for employees placed by or on behalf of the Proposer that the Proposer maintains a drug free work place. Include 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 sub-Proposer or Proposer.

IX. NONDISCRIMINATION

1. During the performance of this contract, the Proposer agrees as follows:
 - a. The Proposer 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 where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Proposer. The Proposer

agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Proposer, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, will state that such Proposer is an equal opportunity employer.

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

2. The Proposer will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-Proposer or Proposer.

3. The Proposer does not discriminate against faith based organizations.