



Request for Proposals

Cleaning Services at Public Assembly Facilities

Proposals will be received by

12:00 Noon, Friday, February 8, 2019

IN

Purchasing Department, City Hall Building

101 North Main Street, Suite 324 Winston-Salem, NC 27101

ADVERTISEMENT FOR PROPOSALS

Sealed proposals endorsed **Cleaning Services at Public Assembly Facilities** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC **12:00 Noon, Friday, February 8, 2019**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

NOTICE OF MANDATORY PRE-BID

A **MANDATORY** pre-bid conference will begin at **9:00 AM, Friday, January 25, 2019**, at **Bowman Gray Stadium Field House, 1250 S Martin Luther King Jr Blvd, Winston-Salem, NC**, and following a tour of this facility, interested vendors will travel to the **Winston-Salem Fairgrounds, Gate 9, 421 W 27th St, Winston-Salem, NC**. The purpose of this conference is to explain the scope of work involved for services at each location and to give prospective bidders the opportunity to observe the existing conditions for the work.

Sign-in sheets will be distributed at both facilities. Vendors **must attend** the conference at each specific location in order for their proposal to be considered. The sign-in sheet will serve as documentation of attendance.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

SECTION I - INSTRUCTIONS TO PROPOSERS

INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only** by **12:00 Noon, Thursday, January 31, 2019**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (**Email is preferred**), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

RFP Response Submission

All proposals shall be returned in a sealed container or envelope containing one original proposal (please mark document as original) showing original signatures and seals and four (4) copies of the complete proposal marked Cleaning Services at Public Assembly Facilities. Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Friday, February 8, 2019**. **Late proposals will not be considered. Submittals will not be accepted by fax or electronic mail.**

The City will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the City or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the City. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the City will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The City reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other city employee or city of Winston-Salem elected official regarding this Request for Proposals. Any such outside contact may result in disqualification from the request for proposal process.

The City reserves the right to hold proposals open for a period of sixty days (60) days after due date before making awards.

GENERAL REQUIREMENTS

for City of Winston-Salem contracts

- A. All bidders must ascertain for themselves all requirements of the job, measurements, materials needed, working conditions, etc.
- B. **Indemnification Provision:** The Contractor shall hold harmless from and indemnify the Owner against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments, or decrees, by reason of any persons or property being damaged or injured by the Contractor or any of his subcontractors, or any person employed under said Contractor, or any of his subcontractors or in any capacity during the progress of the work, whether by negligence or otherwise.
- C. **Contractor's Responsibilities:** The Contractor shall be responsible for any damage caused by him or his workmen to property of the Owners. He shall make good in an approved manner at his own expense any such loss, damage, or injury without cost to the Owner. The Contractor shall also assume all responsibility to maintain all existing protection as required by the governing laws, regulations, ordinances, and safety of personnel and visitors. If the Contractor fails to make satisfactory repairs, the Owner will repair any damage by Contractor or his workmen and deduct cost from the contract. The Contractor shall provide all labor, equipment, materials, insurance, permits, and abide by all applicable Local, State, and Federal codes to complete the scope of work as outlined in the plans and specifications provided by the Owner.
- D. **Clean Up:** Upon completion of all work covered in this specification the Contractor shall remove all equipment, material, and debris leaving the area in an undamaged and acceptable condition. The Contractor shall be responsible for all disposal fees and provide own dumpster, if applicable.
- E. **Failure to Perform:** If the Contractor fails to perform as outlined herein, the Owner may terminate the contract at its discretion and be liable only for the portion of acceptable work completed. The value of work completed shall be the sole determination of the Owner in such case.
- F. **Payment:** Invoices are paid on a Net 30 basis upon submission of a proper invoice. As applicable, the Owner will make the final payment in full after written job acceptance is granted and the Contractor has submitted all required documentation to the Owner, such as warranties, instruction and safety manuals, and as-built drawings.
- G. **Project Schedule:** The Contractor is responsible for the coordination of his work with the Owner and its consultant in order to insure timely completion of this service. Work is expected to be completed without interruption once begun.
- H. **Insurance:** The Contractor shall maintain insurance for the duration of the project. The insurance coverage shall be as set forth in the attached document titled "General Insurance Requirements".
- I. **Submittals:** All materials, MSDS, product data and copies of Manufacturer's specifications, installations instructions, and warranties shall be provided to the Owner at completion of project.
- J. **Safety Requirements:** All construction work, materials handling and associated equipment shall conform to OSHA safety requirements. The Contractor shall advise the Owner whenever work on this project is expected to be hazardous to City employees and the public.
- K. The Contractor is responsible for securing his equipment and materials left on site.

SECTION 2 - SCOPE OF WORK/TECHNICAL SPECIFICATIONS

2.1 Bowman Gray Stadium, Winston-Salem Fairgrounds, Dixie Classic Fair

1. **Scope of Services.** Contractor shall perform the following services in a manner satisfactory to CWS and consistent with applicable industry standards (the “Services”):

BOWMAN GRAY STADIUM

EVENT Cleaning:

- Bowman Gray Stadium Cleaning: Clean seating area 14,000 capacity – pick up and blow down concourse/natural areas – remove all tape and coverings from seating areas.
- Clean and disinfect all restrooms. Press box; clean and disinfect, windows, bathrooms and hallways on all floors.
- Clean the field house – first floor; locker rooms, hallways. Second floor; horn room, horn room balcony, glass on doors, hallways, stairwells, bathrooms.
- Clean ticket booths.
- Bathrooms (Concourse, Press Box, and Field house) and concourse area will be maintained during the events as well.
- Trash will be pulled and maintained on a regular basis during the event.

POST EVENT Cleaning:

- Clean debris from track and field after game and final cleaning on Sunday cleaning. Blow off track.
- Seating area - pick up and blow down concourse/natural areas – remove all tape and coverings from seating areas
- Parking Lots cleaning: South – pick up, West – pick up, East – Pick up, Lower East – pick up, Field House – pick up and blown down, pit areas – pick up and blown down. Lock stadium and parking lot gates after each cleaning.
- Streets: Williamson – pick up, Argonne Blvd – pick up, Diggs Blvd – pick up, Civitan Park - pick up, Anderson Center – pick up, and pick up other lots as assigned on an overflow basis
- Place all aluminum cans from the Beer Garden in a bag and place them by the service gate entrance.
- All services will be performed for all events held at Bowman Gray Stadium for the term of the contract.
- Adjustments and consideration will be made for inclement weather. If inclement weather delays Sunday work, all work will be performed on Monday or the next day with appropriate weather.
- All trash to dumpsters

2. Pricing Schedule for Post-Event Cleaning of Bowman Gray Stadium

			<u>LUMP SUM PRICE</u>
Attendance:			
0001-2500	Full Stadium	9 Restrooms	\$ _____
2,501-5000	Full Stadium	9 Restrooms	\$ _____
5,001-10,000	Full Stadium	9 Restrooms	\$ _____
10,001- Plus	Full Stadium	9 Restrooms	\$ _____

3. Hourly Rate for Event Attendants During EVENT CLEANING:

HOURLY PRICE

\$ _____

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WINSTON-SALEM FAIRGROUNDS

(ANNEX)

EVENT Cleaning:

- Maintain Clean seating area 3,000 capacity – pick up and blow down concourse/natural areas
- Maintain trash pick up – lobby; hallways; restrooms
- Bathrooms (Concourse) and concourse area will be maintained during the events as well.
- Trash will be pulled and maintained on a regular basis during the event.

POST EVENT Cleaning:

- Seating area - pick up and blow down.
- Clean spills and other necessary areas.
- Parking Lots cleaning: Midway or Paved lot cleaning
- Place all aluminum cans in a bag and leave at back gate entrance.
- All services will be performed for all specified events held at Fairgrounds Annex for the term of the contract.
- Adjustments and consideration will be made for inclement weather.
- All trash to dumpsters

4. **Pricing Schedule for Post Event Cleaning of ANNEX**

			<u>LUMP SUM PRICE</u>
Attendance:			
0001-500	Full Arena	7 Restrooms 4 Locker Rooms	\$ _____
501-1,000	Full Arena	7 Restrooms 4 Locker Rooms	\$ _____
1,001-2,000	Full Arena	7 Restrooms 4 locker rooms	\$ _____
2,001- Plus	Full Arena	7 Restrooms 4 locker rooms	\$ _____

REMAINDER OF FAIRGROUNDS PROPERTY

5. **Hourly Rate for Event Attendants During EVENT CLEANING:**

HOURLY PRICE

\$ _____

Other Events in the Education Building and Fairgrounds proper would fall back on pricing related above as needed. Most events use in house staff for post event clean up.

DIXIE CLASSIC FAIR

EVENT (Daily 10 days of Fair) Cleaning:

- The Fairgrounds is divided into two sections, NORTH and SOUTH. Using 2 shifts, MORNING and EVENING, requiring 8 total attendants per day
 - North Section:
 - Annex, Ed Building, Campground/restrooms
 - 2 attendants to maintain 9 am – 4 pm
 - 2 attendants 4 pm – 11 pm
 - Clean both buildings: Sweep trash, clean spills, empty trash cans, clean glass, vacuum as needed
 - Completely clean Campground restrooms every hour: Toilets, urinals, showers, restock as needed, sweep and mop

**note the Annex and Ed Building restrooms are not included, they are maintained by volunteers*

- South Section:
 - Cattle barn, sheep barn, poultry barn, agriculture building, Home and Garden Building, Office building and (5) Hand Wash stations
 - 2 attendants to maintain 9 am – 4 pm
 - 2 attendants 4 pm – 11 pm
- Clean all buildings: Sweep trash, clean spills, empty trash cans, clean glass, keep restrooms and wash stations cleaned and stocked, vacuum as needed

AFTER HOURS CLEAN UP (daily 11pm – until):

- Pick up all trash from complete Fairgrounds; all barns, food area, Yesterday Village, buildings, etc. Remove boxes, crates, old food, extra pallets from vendor areas
- Clean around all dumpsters and trash cans. Place all trash in dumpsters, compact with loader/backhoe, etc as needed.
- Empty all trash cans (approx. 120+) on Fairgrounds and at gates
- Clean Grandstand seating area, floor area, any debris on dirt track remaining and empty trash cans.
 - Blow and pick up all small debris
- Clean Parking Lots: LJVM Coliseum Lots (empty 4 trash cans), Gate 13 Lot, Gate 8 Lot.
- Pick up all trash as needed on 27th Street, Deacon Blvd, Shorefair Dr, Boneyard St, Pittsburgh Ave, Collins St.

POST FAIR CLEANUP (10th Night/11th Day)

- Remove all debris from Fairgrounds including Grandstand and Midway; including, trash, food, crates, pallets, trash cans.
- Clean Campground area of all trash, empty trash cans, and complete clean of restrooms
- Go Home, Rest, See you next year

6. Pricing EVENT (Daily 10 days of Fair) During Dixie Classic Fair EVENT CLEANING:

LUMP SUM PRICE

\$ _____

7. Pricing for After Hours Event Clean Up (Nights 1 -9) of Dixie Classic Fair:

\$ _____

8. Pricing for POST FAIR CLEANUP (10th Night/11th Day):

\$ _____

The City reserves the right to name a partial and/or multiple awards, in the best interest of the City. Bidders are to prepare proposals given the City's right to a partial or multiple awards For Proposals, the City may negotiate with the successful Proposer, to finalize the work and specifications consistent with the objectives of the Bid.

2.2 SELECTION PROCESS AND EVALUATION CRITERIA

A. SELECTION PROCESS

The City reserves the right to act as sole judge of the content of the proposals submitted for the City's evaluation/selection.

B. EVALUATION CRITERIA

Below is a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the firm's proposal to contain appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The proposal will be the primary source of information used in the evaluation process. Proposal must contain information specifically related to the proposed services requested in this RFP. Failure of any firm to submit information requested may result in the elimination of the proposal from further evaluation.

- **M/WBE Commitment:** Proposer's efforts to comply with all the terms and conditions of the City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women-owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract. **Please refer to pages 15 through 27**
- **Location of Business:** "Location of Business: (A) Presence in Winston-Salem: Proposer must have a physical office within the corporate limits Winston-Salem (PO Box does not qualify). For proposals submitted to a City/County joint department, a physical office within Forsyth County is acceptable. (B) Presence in North Carolina: In order to determine a proposer's presence or presence/location within the State of North Carolina, the proposer or at least one of the proposer's employees must have a physical office location in North Carolina and the proposer must submit under confidential cover with his/her proposal, evidence that as the employer, the proposer has paid payroll taxes in North Carolina for at least one employee, (i.e. North Carolina Income Tax Withholding Form). Said employee(s) must work in an office, which may be an office physically located within the employee's home in North Carolina. If it is a home office in North Carolina, then the proposer must also submit with his/her proposal, evidence of a valid home occupation permit for said office, or evidence that said home office is not in violation of any zoning requirements in the event the applicable city does not require a home occupation permit."
- **Staffing Size/Support/Availability:** The proposed demonstration of commitment, availability and resources to commit to work load. Please provide staff size and resources used to supplement in house staff if applicable. For staff size please delineate between office/administrative versus active working staff.
- **Qualifications and Experience:** Describe your firm and provide a statement of the firm's qualifications for performing the requested services. Identify which services would be completed by your firm's staff and those that would be provided by sub -consultants, if any. Proposers should submit at least three (3) references, for similar services performed within the past five (5) years, preferably with governmental entities.
- **Price Value:** The total cost of providing all the required services and/or additional cost needed to provide services that may not be included the basic cost structure. Cost will be evaluated for budget constraints, method of costing, and comparisons of cost in relation to other competitive proposals.

C. EVALUATION PROCESS

Proposals will be evaluated for quality, completeness, and price value to the City of Winston-Salem by an Evaluation Panel. Selection shall be made from all offers deemed to be fully qualified and best suited

among those submitting proposals based on the evaluation of factors included in the RFP, including price. Price shall be considered, but need not be the sole determining factor. The Evaluation Panel may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed the most advantageous.

The City reserves the right, as part of the selection process, to request on-site (or virtual) demonstrations and/or presentations. In the event that such demonstrations or presentations take place, proposers will be selected for this process based on scores derived from the scoring matrix, which includes M/WBE participation, local availability, and all other applicable criteria. The scoring of the demonstration or presentation must be based upon the criteria from one or more of the original evaluation factors. After the demonstrations or presentations, each proposer will then be re-graded on the same criteria. The number of proposers chosen to take place in the demonstration/presentation process is subject to administrative discretion.

The following weighted scale will be utilized by the Evaluation Panel to evaluate and score each proposal:

The following “Weighted Scale” will be used to evaluate each proposal

Evaluation Criteria	Weight
MWBE Commitment	20.00
Business Location	20.00
Staffing	10.00
Qualifications and Experience	25.00
Price	25.00

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