



**Request for Proposals  
Mat Rental Services for Forsyth County Facilities**

**Proposals Will Be Received Until  
12:00 Noon, Wednesday, April 10, 2019**

**By The City of W-S/Forsyth Co. Purchasing Department  
In Room 324 City Hall Building  
101 North Main Street  
Winston-Salem, North Carolina**

**ADVERTISEMENT FOR BIDS**

**Mat Rental Services for Forsyth County Facilities**

Sealed proposals endorsed **Mat Rental Services for Forsyth County Facilities** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Wednesday, April 10, 2019**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates  
City/County Purchasing Director

This document **IS NOT** the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto: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.

## **INSTRUCTIONS TO PROPOSERS**

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.

### **RFP Response Submission**

**All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and two (2) copies of the complete proposal marked Mat Rental Services for Forsyth County 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, Wednesday, April 10, 2019. Late proposals will not be considered.** Submittals **will not be accepted by fax or electronic mail.**

The County 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 County 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 County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County 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 County reserves the right to reproduce proposals for internal use in the evaluation process.

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

### **Proposer Questions and Inquiries**

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Friday, March 29, 2019**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (**Email is preferred**), Fax: (336) 727-2443. The County 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 County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

## Mat Rental Services for Forsyth County Facilities Specification

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Forsyth County is seeking mat rental services at various County facilities as described herein.

### General Requirements

- 1) Forsyth County is seeking services to supply floor mats at the following locations, in the sizes and quantities specified.
- 2) Forsyth County is requiring all mats to be serviced (cleaned and replaced) every two weeks.
- 3) Supply a product equal to or greater than Show-Horse Premium durable nylon carpet with reinforced containment borders and 70 mil nitrile rubber backing. Mats must hold their weight in dirt and water. Mats must be NFSI Certified. Mats must be awarded the "high traction" certification by the National Floor Safety Institute for both the surface and the backing of the mats.
- 4) All mats should be navy blue in color.
- 5) The Contractor shall furnish all necessary labor, supervision, equipment, tools, materials, transportation and incidentals as may be required to perform these mat rental services.
- 6) All services at all facilities are to take place during normal business hours which are Monday through Friday 8am – 5pm.

### Implementation Schedule (subject to change):

RFP Release	Friday, March 15, 2019
Deadline for Questions	12:00 noon, Friday, March 29, 2019
Addendums Issued	Tuesday, April 2, 2019
RFPs Due	12:00 Noon, Wednesday, April 10, 2019
Contract Start Date	July 1, 2019

### Insurance Requirements

Contractor agrees to save and hold harmless and to indemnify the County of Forsyth against any and all liability, losses, claims or costs of whatever kind of nature for any occurrence or accident in connection with or in the performance of any work or service pursuant to awarded bid, whether to property or to persons. Bidding firm shall furnish certificate of coverage from an insurance carrier. The Bidding firm shall maintain, at his/her sole expense, the following minimum insurance coverage:

- 1) Commercial General Liability Insurance. The Bidding firm shall maintain occurrence version commercial general liability insurance or equivalent form with a limit not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. Such insurance coverage shall:
  - i) **Include the County, its officials, officers, and employees as additional insured** with respect to performance of the Services. The coverage shall contain no special limitations on the scope of protection afforded to the above listed insureds.
  - ii) **Be Primary** with respect to any insurance or self-insured retention programs covering the County, its officials, officers, and employees.
- 2) Business Automobile Liability Insurance. The Bidding firm shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired and non-owned automobiles.
  - i) Workers' Compensation and Employers' Liability Insurance. The Bidding Firm shall maintain workers' compensation insurance with North Carolina statutory limits and employers' liability insurance with limits of not less than \$500,000 each accident.
  - ii) Other Insurance Requirements. The Bidding firm shall:
    - i. Prior to commencement of services, furnish the County with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this section and provide that such insurance shall not be cancelled, allowed to

expire, or be materially reduced in coverage except on 30 days' prior written notice to the County. Certificates of insurance shall specifically include the following statement: "Forsyth County, its officials, officers and employees are shown as additional insured with respect to the performance of services by "Bidding Firm".

- ii. Provide certified copies of endorsements and policies, if requested by the County, in lieu of or in addition to certificates of insurance.
- iii. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of the services.
- iv. Maintain such insurance from the time services commence until services are completed.
- v. Place such insurance with insurers authorized to do business in North Carolina and having A. M. Best Company ratings of not less than A:VII. Any alternatives to this requirement shall require written approval of the County's Risk Manager.

Please see Attachment A for example Service Provider Agreement.

### **County Facilities & Mat Locations**

- 1) All County facilities included in this contract are listed in Attachment B.
- 2) The County reserves the right to add or remove facilities and/or mats from this list.
  - i) Only authorized representatives of Forsyth County General Services will be authorized to change, alter, or otherwise modify the facilities and/or mats to be serviced.

### **Contractor Requirements**

- 1) Contractor must be able to service all locations as specified.
- 2) Contractor shall provide all labor, supervision, equipment, tools, materials, supplies, transportation and incidentals required to complete services as specified.
- 3) Contractor shall provide Forsyth County with a single point of contact for the duration of contract that is capable of making decisions on behalf of the company as it relates to this contract.
- 4) Company uniforms must be worn at all times by all employees while on County property.
- 5) Contractor will supply to the County a projected implementation schedule that will detail how Vendor will supply the above services to the County including a projected timeline, how Vendor will prepare, and what steps will be taken to ensure a smooth transition. Discuss any and all types of scheduling, planning or consultations your company will use during implementation.

### **Default and Termination:**

Contractor may be found in default of contract if services are not performed to the degree of quality and frequency so stated herein. The County may then terminate the contract and award to the next lowest bidder.

### **Basis of Award**

Pursuant to N.C.G.S. Chapter 55 Article 15 entitled Foreign Corporations, the successful bidder must have on file with the Secretary of State of the State of North Carolina a Certificate of Authority to transact business in this state. The County reserves the right to reject any and all bids.

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

### **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.

1. Following the deadline for submittal of proposals, the County of Forsyth will analyze all Vendors based on their response to the information requested.
2. The County reserves the right to finalize a Contract based on all factors involved in the written qualifications submittal without further discussion or interviews.
3. The County will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on the following criteria; however, not necessarily in the order provided or with equal weight given to each criterion.
  - i. Ability to comply with the RFP requirements;
  - ii. Cost of the specified items or services; and
  - iii. The character, integrity, reputation, experience and efficiency of the Vendor including but not limited to their past performance record with the County or with those given as references.

### **Evaluation Process**

Proposals will be evaluated for quality, completeness, and price value to the County of Forsyth. 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.

### **Contract Term**

This contract will be for a term of three years beginning on July 1, 2019 through June 30, 2022, if the County and Company agree and funds are available for that purpose.

### **Payment Terms**

All facilities shall be invoiced on a single, monthly invoice; facilities shall not be invoiced on individual invoices. Taxes are to be shown as separate item on the invoice. The monthly invoice shall be sent to:

Forsyth County  
Attn: Property Management  
201 N. Chestnut Street  
Winston-Salem, NC 27101

### **Confidentiality of Personally Identifiable Information**

The Contractor assures that information and data obtained as to personal facts and circumstances related to County employees, citizens, vendors or other will be held confidential, during and following the term of this contract. Contractors and their employees working on County properties may be required to sign confidentiality statements.

### **Background Checks**

Contractor's employees are subject to working in high security areas governed by the US Department of Justice's Criminal Justice Information Services (CJIS) Security Policy and therefore requires successfully passing a more stringent criminal background check provided by the Forsyth County Sheriff's Department.

## Proposal Format

- 1) Attachment C - Proposal for Mat Rental Services for Forsyth County Facilities
- 2) Attachment D - Proposal Authorization and Signature
- 3) Certificate of Insurance or Statement Contractor will Comply In Full if Awarded Contract
- 4) List of Three (3) References (preferably Government Agencies) including names, addresses, telephone number, and person to contact of three local Forsyth County area clients similar in size to the Forsyth County facilities and not less than one year under contract shall be furnished with bid submission.

## ATTACHMENT B – COUNTY FACILITIES & MAT LOCATIONS

Facility	Address	# of 6x8	# of 3x5	# of 4x6	# of 3x10	Location of Mats
Adult Outreach Library	2851 Fairlawn Drive		3			3x5 (1) back entrance (2) front entrance
Agricultural Building	1450 Fairchild Road		1	5		3x5 side door (room 4016 facing sheds) 4x6 (1) sliding door entrance (1) Main door entrance (Farm Service Agency 302) (1) Back entrance facing dumpster Room 408 (1) Auditorium C Back door (1) Side entrance by room 211 facing flower garden
Animal Control	5570 Sturmer Park Circle		5			3x5 (2) Main entrance (1) Break room (1) Back door (1) Auditorium
Behavioral Health B Admin	725 Highland Avenue			5		4x6 (1) ground floor Cleveland Ave entrance (1) Stairwell parking lot facing partial hospital (1) Floor 1 main entrance (1) Side entrance facing DSS (1) Auditorium entrance
Behavioral Health PH	651 Highland Avenue		1	2		3x5 (1) Auditorium room 4x6 (1) Main entrance (1) rear entrance
Central Library	660 W. 5th Street		1	2		3x5 (1) entrance at receiving door 4x6 (1) Main entrance (1) employee entrance
Clemmons Library	3554 Clemmons Road		1	1		3x5 (1) Book drop off entrance door 4x6 (1) Main entrance
Department of Social Services	741 Highland Avenue			4	3	4x6 (2) Main entrance (2) loading dock entrance 3x10 (1) Security entrance (2) Main entrance lobby
East Winston Library	1110 East 7th Street		3	1		3x5 (1) Auditorium entrance (1) back door (1) handicap entrance 4x6 (1) Main entrance
EMS	911 E. 5th Street		2	4		3x5 (1) Shoe shine bay area (1) Bay 52 door 4x6 (1) Lt. office entrance (2) Operations Hallway (1) Main Entrance
Fire Headquarters	3000 Aviation Drive		5	2		3x5 (1) storage entrance off bay (1) Apparatus Room off bay (1) Communications (1) Door by Communications manager (1) back door 4x6 (1) Main entrance (1) Auditorium double doors
Fleet	3730 N. Liberty Street		4			3x5 (1) Door going into Service Area(outside break room) (1) Main entrance (1) Door entrance warehouse side (1) Door entrance Grounds side
Government Center	201 N. Chestnut Street	4		4	5	6x8 (4) Main entrance 4x6 (1) Floor 1 parking deck (1) Floor 4 break room ice machine (1) floor lower level parking deck (1) floor Lower level loading dock door 3x10 (1) Main entrance, (1) Floor 2 parking deck, (1) Floor 3 parking deck. (1) Floor 4 parking deck, (1) Floor 5 parking deck
Grounds Maintenance	3720 N. Liberty Street			4	1	3x10 (1) Main entrance 4x6 (1) Back door to garage by room 211 (1) by room (1) by room 122 (1) by room 109 (1) Back door to parking lot

Hall of Justice	200 N. Main Street	1	1	4	7	6x8 (1) Liberty Street entrance 3x5 (1) Security walk through floor 1 4x6 (4) Floor 2 security entrance 3x10 (1) Liberty St. Employee entrance (3) Liberty St. Public entrance ramp (3) Floor 2 security entrance
Highland Avenue Center	650 Highland Avenue			2		4x6 (2) Main Entrance Foyer double doors
Kernersville Library	248 Harmon Lane Kernersville			2		4x6 (2) Main entrance double doors
Law Enforcement Detention Center	201 N. Church Street	2		1		6x8 (2) Church St. main entrance 4x6 (1) Main Lobby exit to stairs
Lewisville Library	6490 Shallowford Road	1		1		6x8 Main entrance 4x6 Book Drop off entrance by back door
Public Safety Center	301 N. Church Street			15		4x6 (2) Main entrance (1) Floor 1 3rd St. stairwell (1) Floor 1 freight Elevator (1) Floor 1 Freight elevator stairwell (1) Floor 2 3rd St. stairwell (1) Floor 2 freight Elevator (1) Floor 2 Freight elevator stairwell (1) Simulation room Stairwell (1) Floor 3 3rd St. stairwell (1) Floor 3 freight Elevator (1) Floor 3 Freight elevator stairwell (1) Floor 3 front stairwell (1) Floor 3 back stairwell (1) P2 fleet door
Reynolda Library	2839 Fairlawn Drive		2	1		3x5 (1) Book Drop off entrance back door 4x6 (1) Main entrance (1) Teen Section door
Rural Hall Library	7125 Broad Street Rural Hall		1	1		3x5 (1) Book Drop off entrance back door 4x6 (1) Main entrance
Southside Library	3185 Buchanan Street		1	1		3x5 (1) Book Drop off entrance back door 4x6 (1) Main entrance
Walkertown Branch Library	2969 Main Street Walkertown		1	1		3x5 (1) Book Drop off entrance back door 4x6 (1) Main entrance
	<b>TOTALS</b>	<b>8</b>	<b>32</b>	<b>63</b>	<b>16</b>	

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