Request for Proposals

Parking Lot Sweeping 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

Sealed proposals endorsed Parking Lot Sweeping 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, 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, 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 Parking Lot Sweeping 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 (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.
Parking Lot Sweeping Services for Forsyth County Facilities Specification

Forsyth County is seeking parking lot sweeping services at various County facilities as described herein.

**General Requirements**

Contractor shall provide the following services at the facilities as shown below:

1. Clean all hard surface areas between buildings and parking lots with blowers and/or other parking lot sweeping equipment
2. Clean all parking curb lines, entrances, & sidewalks
3. Remove all trash & debris from all median beds and grass walks
4. Replace all trash receptacle liners once half full, or sooner if odors are present
5. Provide replacement liners for trash receptacles.

Contactor shall furnish all necessary labor, supervision, equipment, tools, materials, supplies, transportation and incidentals as may be required to perform these parking lot sweeping services. Contractor to perform all services OUTSIDE of normal operating hours of 8am – 5pm, Monday – Friday at the frequency indicated in Attachment B – County Facilities & Frequency.

**Implementation Schedule (subject to change):**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>Friday, March 15, 2019</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>12:00 noon, Friday, March 29, 2019</td>
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<tr>
<td>Addendums Issued</td>
<td>Tuesday, April 2, 2019</td>
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<tr>
<td>RFPs Due</td>
<td>12:00 Noon, Wednesday, April 10, 2019</td>
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<tr>
<td>Contract Start Date</td>
<td>July 1, 2019</td>
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**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”.


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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 & Frequency of Service

1) All County facilities and frequency of service included in this contract are listed in Attachment B.

2) Forsyth County reserves the right to add or remove facilities and/or increase or decrease the service frequency to this list.
   i) Only authorized representatives of Forsyth County General Services will be authorized to change, alter, or otherwise modify parking lot sweeping facilities and/or frequencies.

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 and rank 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 at least 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 Parking Lot Sweeping 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.

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