

**DURHAM COUNTY
NORTH CAROLINA**



REQUEST FOR PROPOSALS

Project Title: Janitorial Services for Durham County

RFP NO. 25-043

Proposals Due:

**May 8, 2025
2:00 P.M., Eastern Time**

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PROJECT TITLE: Janitorial Services for Durham County
RFP No. 25-043

PROPOSAL SCHEDULE
(Note: The below dates are subject to change)

Advertisement Date	April 1, 2025
Site Visit Date	See Attached Site Visit Calendar
Last Date for Question	April 22,2025 at 3:00pm
Sealed Proposal Due Date	May 8, 2025 at 2:00pm



REQUEST FOR PROPOSALS

Project Title: Janitorial Services for Durham County

RFP No. 25-043

ISSUE DATE:

Date: March 27, 2025

ISSUING DEPARTMENT:

**County of Durham Purchasing Division of Finance 201
East Main Street, 7th Floor, Room 703 Durham, NC 27701**

Sealed Proposals will be received until 2:00 P.M., Eastern Time on (MONTH, XX 202X). The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide janitorial services for County properties.

All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

Procurement Manager: Jonathan Hawley

Purchasing Division of Finance

Email: purchasinggroup@dcnc.gov

Telephone: 919-560-0056

Sealed Proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposals (RFP). It is the sole responsibility of the Proposer to ensure that his/her Proposal reaches the Purchasing Division by the designated date and hour indicated above.

In compliance with this Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services described in accordance with the attached signed proposal.

Firm Name: _____

Date: _____

Address: _____

By: _____

(Name Typed/Printed)

Phone: _____

(Signature in Ink)



LEGAL NOTICE

Project Title: Janitorial Services for Durham County

RFP No. 25-043

The County of Durham will receive sealed proposals for qualified Contractor(s) to establish a contract to provide janitorial services on **May 8, 2025**, at 2:00 P.M Eastern Time, in the Durham County Purchasing Division of Finance, 201 East Main Street, 7th Floor, Room 703, Durham, North Carolina 27701. No proposals will be accepted after the official time and date.

A SITE VISIT will be held at **10:00 A.M.** Eastern Time, on April 15, 2025 located at Durham County Finance Department -Procurement Division ,201 East Main Street, 7th floor Durham NC 27712

An electronic copy of this Request for Proposal (RFP) can be obtained from Durham County's eBid System located under Bid Opportunities <https://www.dconc.gov/county-departments/departments-f-z/finance/bid-opportunities>.

Proposers can download a copy of the solicitation and all addenda without registering in the system. However, in order to **automatically** receive email notifications of solicitations and addenda issued by the Purchasing Division, Proposers **MUST** register in the eBid system.

Proposals are encouraged and welcome from historically underutilized businesses (HUBs).

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

Publication Date: April 1, 2025

INSTRUCTIONS TO PROPOSERS

Project Name: Janitorial Services for Durham County
RFP No. 25-043

1. In order for a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. One (1) **hard copy Original, Three (3) hard “copies” of the Original, and shall be submitted to the Issuing Department. The original Proposal should be marked “Original”. The copies must consist of all documents that are included in the “Original” Proposal.** No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to thirty (30) double-sided pages or less and must be signed by an authorized representative. Each Proposal should be bound in a single volume with all relevant documentation. The letter of introduction, section dividers, detailed Résumés, forms and dividers are not included in this page limit. The County may elect to require oral presentations after receipt of the proposals.

2. **SITE VISIT:** Please see the attached site visit calendar For additional Site Visit information contact:

Project Manager: Manny Badillo
Telephone: 919-452-4746
Email: mbadillo@dconc.gov

3. **PROPOSAL DUE DATE:** Sealed Proposals will be received until 2:00 P.M. Eastern Time, on May 8, 2025.

Sealed Proposals must be mailed, or hand delivered to:

Durham County Purchasing Division of Finance
Attn: Jonathan Hawley, Procurement Manager
201 East Main Street, 7th Floor, Room 703, Durham, NC 27701

Proposals shall be duly marked and/or identified with Proposer name, address and RFP number.

4. **COMMUNICATION WITH PROPOSERS:** All communication between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to purchasinggroup@dconc.gov. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Jonathan Hawley, Procurement Manager at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses concerning the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 P.M., Eastern Time on April 22, 2025 at 3:00pm NO EXCEPTIONS.**
5. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.

6. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
7. **MWBE REQUIREMENTS:** Proposals are required to make a good faith effort to include Minority and Women Business Enterprises (MWBEs) as part of their Proposal to provide services to the County.

Durham County hereby establishes the following goals for the expenditure of funds with MWBE firms. Questions concerning MWBE should be directed to Rick Greene, Assistant Procurement Manager, at rgreene@dcnc.gov or (919) 560-0059.

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

MWBE is a business that is at least 51% owned and controlled by minority group members or women. MWBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the MWBE requirement. In addition, the MWBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is: "Black American"; a person having origins in any of the black racial groups of Africa;

"Asian American"; A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands;

"Hispanic American"; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race;

"Native American Indian tribe"; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any

Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

8. **DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.
9. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, "Sensitive Public Security Information", public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.
10. **E-VERIFY:** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

END OF INSTRUCTIONS TO PROPOSERS

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, handicap, age, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, handicap, age, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of the nondiscrimination clause.
- B. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, handicap, age, color, religion, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In the event of the contractor's noncompliance with nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further County contracts.
- E. The contractor will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Board of County Commissioners of the County of Durham, North Carolina so that such provisions will be binding such Subcontractor or Proposer.

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

Project Title Janitorial Services for Durham County RFP No. 25-043

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

One (1) Original hard copy, three (3) hard copies of the Original shall be submitted to the Issuing Department.

Tab 1 – Signed Forms

This Tab should include the following forms and information.

Signed Proposal Form

No Proposal Reply Form (if applicable)

Addendum Acknowledgement Form

Non-Collusion Affidavit Form (*Notarized*)

Affidavit of Compliance (E-Verify) Form (*Notarized*)

Vendor Application/W-9 Form

MWBE Forms:

Affidavit A – List of the Good Faith Efforts

DUE WITH BID

All Bidders are required to make good faith efforts and to demonstrate that they have made such efforts. Affidavit A is a tool for Bidders to use to show that they have made good faith efforts. Affidavit A is required to be submitted with your bid.

Affidavit B – Intent to Perform Contract with Own Workforce

DUE WITH BID

Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with Bidder's own workforce. Even if utilizing your own workforce, Affidavit A is also required.

Affidavit C - Portion of Work to be Performed by Certified MWBE Businesses

DUE WITH BID

Bidders shall complete Affidavit C to identify the minority business that it will use on the project. Affidavit C is required to be submitted with your bid. Even if your company has MWBE participation, Affidavit A is also required.

Affidavit D – Good Faith Efforts

DUE 72 HOURS AFTER NOTIFICATION

Affidavit D is to be submitted **only** by the apparent lowest, responsible, responsive bidder within 72 hours after notification.

The apparent lowest, responsible, responsive Bidder shall file within 30 days after the award of the contract, a list of all identified subcontractors that the Contractor (Bidder) will use on the project.

IMPORTANT MWBE INSTRUCTIONS: It is mandatory for all Bidders to demonstrate their good faith efforts in seeking MWBE participation and provide supporting documentation upon request. The MWBE supporting documentation and information is still required even if using your own workforce. MWBE Prime Contractors will also be required to document good faith efforts.

The above information must be provided as required. Failure to submit these MWBE documents may be grounds for rejection of the bid.

Tab 2 – Executive Summary

This Tab should provide a brief summary of the Proposer’s understanding of the Scope of Services presented in this RFP and emphasize any unique aspects or strengths of the Proposal.

Tab 3 – Corporate Overview

This Tab should present an overview of the Proposer’s organization and should include the firm’s name, address, phone and fax numbers, firm history, email address and phone number of the firm’s representative for the Proposal.

Tab 4 – Approach

This Tab should present the Proposer’s approach to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in Work Requirements should be included under this Tab.

Tab 5 – Organization and Staffing

This Tab should present the Proposer’s proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. Résumés for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual’s relevant experience. This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for each (i) the reasons for subcontracting, (ii) the proposed subcontractor’s responsibilities, and (iii) information identifying proposed subcontractor’s name, location, relevant personnel and experience. The Proposer’s proposed MWBE utilization and explanation of their involvement on this project must also be included under this Tab.

Tab 6 – Qualifications and Experience

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

Tab 7 – MWBE Participation

Describe the program (plan) that your firm has developed to encourage participation by MWBEs to meet or exceed the goals set by the County of Durham's MWBE Program Ordinance. If your firm has no opportunity to contract with MWBEs please explain why.

Tab 8 – Conflict of Interest

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

Tab9– Facility Cost Proposals

In this Tab the Proposer should provide pricing to include labor, materials (where applicable) and markup for facilities which you are interested in performing services. There are facilities that are bundled which you must provide to all building in that group.

EVALUATION AND AWARD CRITERIA

Project Title Janitorial Services for Durham County RFP No. 25-043

Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by the Evaluation Committee designated by the County of Durham. Written or oral discussions may be requested to resolve issues relating to individual proposals.

1. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- a) Experience in providing this type of service for this size contract.
- b) Public Sector Experience
- c) Demonstrated ability to meet commitments requested in the RFP
- d) Qualifications of staff to be assigned to this project
- e) Specific plans and methodology for providing the proposed services
- f) References from at least three (3) similar clients
- g) Compliance with Durham County MWBE requirements
- h) Financial stability
- i) Training
- j) Price

2. Award of Contract

The County reserves the right to award to a single contractor or multiple contractors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified firm is determined, the County may conduct further negotiations, and/or request presentations from firm to further assist in the clarification of information and selection process.

The County reserves the right to accept or reject, in whole or in part, proposals as appears in its judgment to be in the best interest of the County.

SCOPE OF SERVICES

Project Title: Janitorial Services for Durham County RFP No. 25-043

This Scope of Services will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide Janitorial Services for approximately Twenty-three (23) Durham County Buildings and the Memorial Stadium. This Service will include all interior areas of the Durham County Buildings and incidental exterior tasks such as trash cans and litter up to ten (10) feet on entrances except for nonpublic areas. Following facilities will be bided together:
 - Administrative Building I and Administrative Building II,
 - East Sheriff Station and East Regional Library
 - North Sheriff, North Convenience Center and North Regional Library.
- 2.0 **INVOICE PAYMENT:** Invoices submitted will be paid net 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.
- 3.0 **TERMS OF CONTRACT:** The initial term of the contract is from **Date of Award** through **June 30, 2025** with the option to renew by the County for up to four (4) additional terms in one (1) year increments under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor(s) during the previous years as the services provided.
- 4.0 **CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s) of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.
- 5.0 **COUNTY DESIGNATED REPRESENTATIVE:**

Manny Badillo

Phone: 919-452 - 4746

Email: Mbadillo@dconc.gov

- 6.0 **BACKGROUND:** Durham County takes pride in its facilities; therefore, it is intended that premises be maintained at a high standard of cleanliness. The Janitorial Scope of Services, and detailed Janitorial Service frequency & specifications is intended to indicate a high- quality level of services. All items not specifically included but found to be necessary to properly clean the buildings and Memorial Stadium, shall be included. It is understood that complete and satisfactory service will be provided as required and would extend beyond the

specifications listed. Information about each building which will assist you in determining proposal prices is stated in the corresponding building information and proposal form.

- 7.0 **WORK REQUIREMENTS:** It is the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Scope of Services in conjunction with the attached “Detailed Janitorial Service Frequency & Specifications” and “Memorial Stadium Scope” is intended to indicate the required high level of services. All items not specially included but found to be necessary to properly clean the buildings and stadium should be included. It is understood that complete and satisfactory service will be provided as required and extends beyond the specifications listed.

- DETAILED JANITORIAL SERVICE FREQUENCY & SPECIFICATIONS
- MEMORIAL STADIUM SCOPE
- GREEN CLEANING POLICY
- HIPPA POLICY
- SECURITY POLICY

8.0 **SCHEDULES/TIMELINES:** **SCHEDULES/TIMELINES FOR BUILDINGS:**

- A. **Evening Services:** Janitorial schedules vary between the buildings. Unless otherwise noted, evening janitorial service is typically performed after the close of building operations, between the hours of 5:00 PM & 11:00 PM.
- B. **Daytime Services:** Due to business operations and security issues, some County locations require daytime services in which the contractors shall provide day porters for those facilities that require daytimes services. Some janitorial services (i.e. annual floor care, etc.) will still need to be scheduled after hours. Contractor and site contacts are to be in communication to complete janitorial services with the least amount of disruption to the general public and business operations.
- C. **Day Porter Services:** Day Porter Services are requested at several locations. The schedule is predetermined and is not to be adjusted by onsite or janitorial staff without written permission. Typically, the Day Porter is responsible for “tidy up” and restocking service to all public restrooms, keeping entrances clean, special clean ups, and cleaning areas not accessible by the evening janitorial staff. Day Porter Staff must have a means of communication when needed, such as contractors provided cellular telephone or radio by which designated site representative and/or Project Manager can contact. Day Porter is expected to return phone calls or voicemail messages within one hour.
Cellular telephone numbers are to be provided to the County within 10 days of contract execution.
- D. **County Holidays:** Annually the County is closed for ten (10) to eleven (11) holidays. No janitorial services are required while the County is closed for holidays unless directed by the Designated Contract Representative and/or Project Manager. The exact holiday dates will be shared with the awarded Contractor(s). Often, this is an opportune time to perform additional detailed services such as floor stripping/waxing. If the contractor chooses to perform additional services during designated County holidays, it must first be approved by the Designated County Representative and/or

Project Manager at no additional cost to the County. Many of our County buildings are occupied by State employees. The State may operate on a different schedule than the County, including Holidays. The Contractor is only excused from service on the dates recognized in the County designated holiday schedule. Some County locations or departments will be closed to the public for additional holidays or staff days. If janitorial is typically scheduled on these days, the Contractor should use these days to complete more detailed janitorial specifications such as blind cleaning, upholstery and carpet spot cleaning, etc.

E. **When Durham County is closed, it has a delayed opening or closes early:**

If the County is closed, has a delayed opening, or closes early due to weather, building or security situation, notification will be made as soon as possible to the Janitorial Contractor.

Janitorial employees are expected to make all reasonable attempts to report for duty as scheduled, and except in an emergency, stay on site until their supervisor releases them from duty. If the County or a specific building closes, and janitorial services are not provided, invoicing should be pro-rated to reflect services not performed.

Closing information is typically posted in these 3 locations:

- CALLING the Durham County Employee Message Line at (919) 560-0028
- VISITING the Durham County Government main page at www.dconc.gov
- WATCHING local news stations
- If there is no information posted in these 3 locations, janitorial service scheduling for Durham County Government services will proceed as normal.
- Evening and Day Janitorial service employees are to take direction for changes in schedule from their supervisor.
- If the County closes and Evening or Day Janitorial Staff are dismissed from the regular schedule, an invoice credit is required.
- When a time is selected for the County to close early, it may take several hours for a particular building to actually end its operations and close the facility (if at all).
- 24-hour County facilities typically do not close and will require service upon request during periods of emergency or inclement weather.

The Janitorial Contractor is responsible for contacting site representatives and/or Project Manager so there is no misunderstandings in the janitorial service schedule.

9.0 JANITORIAL COMMUNICATIONS LOG:

A Janitorial Communication Log will be kept on site at contracted locations. The use of this log is encouraged by both the Contractor and Building Occupants to leave notes to each other regarding areas that require attention. The Communication Log is not to be used as a substitute for relaying important, emergency or timely information. In these cases, the Contractor, Building Contact, County Representative and/or Project Manager should be in verbal communication with each other.

- Response and Resolution: When requests are noted in the Communications Log, during janitorial inspections or via contact from County Representatives, response and resolution is expected by the next regularly scheduled service unless otherwise discussed.

10.0 PRODUCTS TO BE PROVIDED BY JANITORIAL CONTRACTOR:

All dispensers and fixtures attached to the building are required to be filled with products provided by the janitorial contractor. This includes antibacterial soap, hand sanitizer, air freshener, toilet seat covers, toilet tissue, paper towels, urinal cartridges, trash can liners, etc. It is the Contractors' responsibility to make themselves familiar with all dispenser and fixture locations, types and counts. If dispensers are replaced due to damage or for cost savings, all efforts will be made to replace them with the same type and manufacture, so consistency is maintained. All necessary cleaning products and equipment shall be provided by the janitorial contractor unless otherwise noted. No product is to be "thinned out" unless it comes in concentrated form.

- Some County Buildings have diaper decks installed in restrooms or sanitizer wipe dispensers in other locations. The Janitorial Contractor is not required to provide diapers or sanitizer wipes.
- Many Departments purchase their own additional products for restrooms such as lotions, deodorants, etc. The Janitorial Contractor is not responsible for refilling these items, just keeping them clean and orderly on counters.

11.0 JANITORIAL SAFETY TRAINING:

The Janitorial Contractor's staff is required to be trained to safely and effectively perform their work. All cleaning staff, including backup personnel, are required to receive at least 8 hours of training per year. The contractor shall provide a cumulative training log indicating the date, topic, and names of employees in attendance with each monthly invoice. Topics should vary each month, and cover standard operating procedures for cleaning different surfaces, proper toxic chemical usage and spill management, hazards of toxic chemicals, cleaning to protect vulnerable occupants, cleaning equipment, and overall general safety. Training ensures that the janitorial staff know the proper way to clean office areas, bathrooms and other publicly touched surfaces. Janitorial staff work with chemical cleaning agents and are around a host of bacteria and pathogens, therefore it is important to know how to effectively combat germs while keeping safe in the cleaning process. Sufficient janitorial training improves the overall quality of cleaning, improves the janitor's level of safety and creates fewer on-the-job accidents. The Contractor shall be responsible for all employee training and instruction in janitorial cleaning and safety measures considered appropriate. Training can be achieved through a combination of sources including janitorial supplier training, community college courses, training manuals, watching training videos, and onsite training.

Resources for Training Organizations:

- NC Department of Labor (NCDOL) Occupational Safety and Health Act (OSHA)-Offers a wide selection of training courses and educational programs to help broaden worker and employer knowledge on the recognition, avoidance, and prevention of safety and health hazards in their workplaces. OSHA also offers training and educational materials that help businesses train their workers and comply with the Occupational Safety and Health Act.
- Cleaning Industry Management Standard (CIMS) and CIMS-Green Building (CIMSGB)- Offers cleaning organizations a certification that is closely tailored to secure points under the LEED for Existing Buildings. Operations and Maintenance Green Building Rating System (LEEDEBOM).
- International Janitorial Cleaning Services Association (IJCSA)-Offers Janitorial

Services Master Certification, Bloodborne Certification, Biohazard Certification, Green Cleaning Company Certification, Chemical Hazards Certification and Customer Service Certification. All certifications should be provided to Durham County.

Training/Safety Requirements:

- The Contractor's onsite supervisor shall be fluent in the English language, and any other language spoken by its janitorial staff. If fluency is in a language other than English, then the Contractor shall provide training to staff in both/all languages.
- Contractors must ensure that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
- Contractor's employees will not place or use mops, brooms, signage or any equipment in traffic areas or other locations in such a manner as to create safety hazards.
- All unsafe working conditions brought to the Contractor's attention must be corrected immediately.
- Contractor's employees shall provide, place, and remove warning signs for wet or slippery areas.
- All liquid materials stored in County facilities must be stored in original containers and/or clearly labeled. No unmarked containers permitted.
- No unauthorized items, personal objects, food or beverages can be stored in janitorial closets.
- **Bloodborne Pathogen, Bodily Fluid Guidelines and Exposure Control Plan (ECP)**

The Contractor's staff shall be trained and comply with the Blood Borne Pathogens, Bodily Fluid Guidelines and have an Exposure Control Plan (ECP) to control the hazards of occupational exposure to blood borne pathogens as they pertain to the cleaning, training, and safety for all employees engaged in janitorial services. Janitorial staff encounter body fluids (e.g., feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus), or discarded items (e.g. needles, syringes, condoms, diapers, objects, materials or fluids that may be contaminated with blood). Bodily fluids and secretions do not qualify as regulated waste under the Bloodborne Pathogens Standard, but danger could exist. The greatest risk of infection transmission is through percutaneous exposure to infected blood. If waste is visibly contaminated with blood, the janitorial staff are required to have Personal Protective Equipment (PPE) (e.g., impervious materials for barrier precautions-gloves, masks, shoe protection, red biohazard bags) and work practices/training in place (e.g., trash technique changes for handling of sharps, trash technique for handling biohazard material) to protect themselves and safely disinfect the area. One janitorial closet in each building should be designated by the janitorial staff to hold response supplies for the cleanup of bloodborne and biohazard spills. Supplies shall meet OSHA recommendations and contain ample supply of biohazard resistant components.

The Durham County Public Health Department will accept biohazard collection at the Health & Human Services Complex from Janitorial staff completing service under this contract. Janitorial staff can dispose of properly by contacting (919) 560-7618.

Documentation of training for all janitorial staff shall be provided to the County.

12.0 SAFETY DATA SHEETS (SDS):

Contain facts about potential hazards of products used by the Janitorial Contractor. The sheets explain to employees and to emergency personnel the best way to use, store and handle the product, but more importantly, how to work safely with the product. The information contained on the SDS applies to people who are exposed to these products for a prolonged period of time and are not highly pertinent to a visitor or to a person with occasional exposure to the product. ALL spray bottles and containers are to be marked with the name of the cleaning product and their use. In the event of an emergency, County staff should be able to open the janitorial closet and find a cleaning product that is clearly marked with the SDS name and cleaning purpose.

A cover list of all chemical products used by the Janitorial Contractor, and the corresponding Safety Data Sheets (SDS) are to be provided to the County Representative and kept on-site in the primary janitorial closet within 30 days of contract.

13.0 ENERGY CONSERVATION:

The contractor shall instruct all employees performing work within facility to utilize methods which will maximize energy conservation. This shall include turning off light fixtures, closing open windows and reporting all water leaks to site contacts. Some County buildings utilize daylight and occupancy sensors along with dimmable ballasts/light fixtures. Mechanical controls for heating, ventilation and air conditioning systems shall not be adjusted by janitorial personnel.

14.0 GREEN CLEANING PROGRAM:

Durham County is committed to its Green Cleaning program for Janitorial Services. Green cleaning is defined as cleaning to protect health without harming the environment. Green cleaning is a widely accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitorial staff and the environment a primary concern. Durham County's goal is to eliminate harmful cleaning toxins and minimize resource consumption through product specifications and janitorial procedures. The Janitorial Contractor shall always abide by the County's Green Cleaning Program.

15.0 SECURITY CLEARANCE:

The Contractor is responsible for performing annual criminal history checks on all janitorial staff providing services under this contract. Criminal history will not automatically disqualify janitorial staff from employment on a County contract unless explicitly mandated by law. It is expected that the Contractor will individually assess and determine the degree to which the nature of a person's criminal conduct has a direct and/or specific negative bearing on the person's ability to perform janitorial services in Durham County buildings. Additional background screening may be necessary at specific county buildings. The Contractor shall provide names of all employees in the janitorial communications log, and to the County Representative and/or Project Manager monthly. This information should be reviewed and updated monthly.

Reference Durham County's "Identification Badge and Facility Access and Annex 1" for additional requirements/information.

16.0 VISIBLE IDENTIFICATION:

Janitorial staff shall clearly identify themselves with company uniform, vest, apron, logo, etc. While onsite, all Contractor employees (including owners and sub-contractors) will be required to display proper visible identification on their persons. County issued identification/Access badges are to be worn around the neck or attached to an employee's clothing in a way that enables the badge to be viewed between the neck and waist on the outermost garment. Reference Durham County's "Identification Badge and Facility Access and Annex 1" for additional requirements/information.

17.0 PROTECTING PERSONNEL, EQUIPMENT AND FACILITIES:

The Contractor shall be responsible for the protection of their employees while working onsite and remaining in the building after hours. Janitorial staff shall not be accompanied in their work area by acquaintances, family members or any other person unless said person is an authorized employee of the Contractor providing services under this contract. No janitorial staff should be on-site after hours alone or enter the building during nonscheduled times. The contractor shall be required to compensate the County for any cost of the security service required if the janitorial contractor or staff is to be found in the building during unauthorized times.

The janitorial staff shall always respond to building fire alarms and exit the building until cleared for re-entry.

The Contractor shall be responsible for the protection of all existing equipment and facilities and shall, at his/her own expense, repair or restore any damages caused by the actions or negligence of their employees. If the contractor fails or refuses to make such repairs or restorations, the County may have the work accomplished under separate contracts and deduct the cost from its next payment to the Contractor.

The Contractor shall instruct employees not to disturb any papers or personal property on desks, tables, or cabinets.

The use of County telephones, copiers, computers or communication equipment is strictly prohibited. The Contractor shall be responsible in the event of theft or destruction of County property or personal property of County employees.

All unclaimed articles found (i.e. keys, purse) in or about the work areas by an employee of the Contractor shall be immediately turned over to the site management or County Representative and/or Project Manager.

18.0 BUILDING KEYS AND CARD ACCESS:

Generally, all County buildings have card access systems. Keys and card access information required by the Contractor will be furnished by the County to a designated Contractor employee on a custody receipt and shall be returned to the County on demand. The janitorial contractor is required to follow the County's Badge and Key Policy. (To be provided to the awarded Contractors). Any loss or damage of keys or card access IDs must be reported to the County's Designated Representative immediately. Keys are to be made only by the County; no duplication is permitted by outside sources. Should lost or stolen keys or card access badges jeopardize the security of a particular County facility, the Contractor shall be

wholly responsible for all costs incurred by the County. By submitting a proposal, the contractor acknowledges that this process could be quite costly. Card Access ID badges are created by scheduling with County Representative (limited hours).

- No badge holder shall use his/her badge to allow access for another employee or person unless it is for escorting that person to a supervisor or other authorized person.
- No badge holder shall trade his/her Identification/Access badge or allow another employee or person to use their respective badge.
- Employees who report to work or an assignment without their assigned Durham County Identification/Access badge should be sent home to retrieve their badge. Continued failure to wear the Identification/ Access badge may result in disciplinary action up to and including dismissal. A \$10.00 fee will be assessed for all lost or stolen replacement badge requests. There will be no fee assessed for badge requests that are due to documented name changes, facility transfers, a faded photograph or if the badge loses its functionality. Reference Attachment C, County Identification Badge and Facility Access Policy for additional requirements and information.

19.0 SECURITY/INTRUSION SYSTEMS:

County buildings are equipped with intrusion systems. The awarded contractor(s) will be trained and provided codes by site contacts.

20.0 ENTRANCE DOORS:

All entrance doors are to remain secured while the Contractor is in the building. Do not hold open exterior doors for any reason. Do not assist entry of anyone.

21.0 PARKING:

The Contractor and their employees are required to park in legal public parking areas only. Janitorial staff do not have access to designated County employee parking spaces. The County will not be obligated to provide parking for Contractor's staff. The Contractor will be able to utilize designated loading/unloading areas but must move their vehicle to a public parking area after the vehicle has been loaded/unloaded.

Parking on grass, sidewalks, curbs, driveways, or in reserved parking areas is not permitted, and subject to towing.

22.0 EMERGENCIES:

Emergencies involving water, power, securing exit doors, etc. should be reported immediately. An emergency "on-call" number will be shared with the awarded contractor(s). Leave a message with a return phone number if no answer is received. When your call is returned, explain the emergency in detail. The On-Call Staff will determine the necessary response. **For Emergency conditions such as Fire, call 911.**

23.0 REPORTING REPAIRS:

The Contractor shall report any repairs needed to the designated site representative via Janitorial Communications Log, email, or other means. (i.e. report broken dispensers, lighting, locks, slow drains etc.)

24.0 CONFIDENTIALITY:

The Contractor shall protect and keep all material and information which Contractor and/or Contractor's staff may be exposed to confidential including waste materials intended for destruction or removal to a waste disposal site. Any disclosure or unauthorized removal of any information, material or property shall be cause for immediate termination of this Contract. Any liability, including but not limited to attorney fees, resulting from any action or suit brought against the County as a result of the Contractor's willful or negligent release of information, documents, or property shall be borne by the Contractor.

All DCo. Janitorial contractors (including its employees and agents that will access DCo. Facilities) must sufficiently complete Durham County's Data Privacy training. After completing this training, contractors should understand what is considered confidential information, what they should do when they encounter confidential information, and how to report any incidents involving the unauthorized use or disclosure of confidential information.

Each member of the janitorial staff must take the training within 30 days of the issue date. Any employee that fails to complete the training and pass the test with at least 70% score, within the timeframe provided above, will have his/her badge access to facilities denied or revoked.

Each contractor is responsible for informing General Services of all new employees and their anticipated start dates. Contractors must provide this training to their new employees prior to the employees starting work in DCo. Facilities. Each employee must sufficiently pass the test prior to starting work here at Durham County Government.

Each member of your staff must also sign a confidentiality agreement stating that if they are exposed to any confidential information while carrying out their job duties, they will keep that information confidential.

25.0 PROCESS TO REQUEST REMOVAL OR REASSIGNMENT OF JANITORIAL EMPLOYEE:

Removal or reassignment of a janitorial staff member may be required at the request of the County as necessary for any reason-apparent or suspected behavior, unacceptable service work, or a conflict in loco parentis situation.

- All situations are different and may be abrupt (such as immediate removal by security).
- The contractor shall be positive and timely in handling the request.
- Conversations with janitorial employees are to be conducted by janitorial Manager/Owner.
- Conversations with county employees are to be conducted by County staff.

Step One: County and Janitorial Owner to be in communication with each other as soon as possible. Step Two: As necessary, each party investigates the situation and create Incident Report/Written statement.

Step Three: As necessary, determine a resolution ASAP.

Step Four: Contractor must be prepared to train replacement personnel and have control of keys and card access badges. It is important to note that janitorial employees work and report to the Contractor, not the County. The hours each janitorial staff works is as proposed and regulated by the Contractor.

26.0 CONTRACT COMPLIANCE:

The County will perform on-going contract monitoring and inspections of the Contractors' adherence to the scope of services to ensure that the terms of this agreement are complying. The Contractor agrees to cooperate with the County in its monitoring process and shall provide documentation and/or information requested during the term of this agreement for the purpose of monitoring the services provided by Contractor.

27.0 PROPOSAL FORM(S):

Each building has its own schedule and service considerations that affect pricing. Information gained during the site visit and stated in Building Information will assist in completing the Proposal Form. See BUILDING INFORMATION & PROPOSAL FORM. As indicated herein, Contractor(s) will be responsible for the complete cleaning of all buildings listed and as such shall properly inform themselves of areas to be cleaned, size of buildings, existing conditions, existing dispensers, etc. ***Failure to familiarize yourself with the buildings and conditions will not relieve the Contractor of their responsibilities under any contract.***

The Proposer is to photocopy the Proposal Forms, complete and submit for each building that the Proposer is interested in providing janitorial services for. If a building requires Day Porter Services and/or COVID Porter Services in addition to Evening Services, the Proposer must submit pricing for all services listed in the respective form. Each column on the proposal form is to be filled in by the Bidder (unless information is established and filled in by the County).

- Column 1
Determine and enter in this column (if not established and filled in by the County), the monthly labor hours required to complete janitorial specifications. Contractors are expected to have staff onsite engaged in janitorial services for the labor hours indicated.
- Column 2
Determine and enter in this column the loaded hourly wage rate charged to the County.
- Column 3
Indicate the Monthly Lump Sum Cost for wages in this column (column 1 x column 2).
- Column 4
Indicate the Monthly Lump Sum Cost for all non-related labor costs-Supplies, equipment, uniforms, insurance, bonding and profit etc. This information is not needed for Day Porter Services, as these costs should be covered in evening service costs.
- Column 5
Total Monthly Lump Sum (column 3 + column 4).
- Column 6
Total Annual Lump Sum (column 5 x 12).
Failure to bid lump sum unit prices as requested may be grounds for rejection of the entire proposal as non-responsive.

28.0 ADDITIONAL, SPECIAL, OR EMERGENCY SERVICES PROPOSAL FORM:

There are circumstances which require additional janitorial services to be performed. The Contractor may be requested to provide janitorial staff to perform services outside of the regular schedule or contracted location(s), but within scope of services and detailed specifications. Outside of emergencies, examples of such additional/special services are to provide supplementary porters at alternate/added locations (i.e. Courthouse, Community Shelter, etc.) during times of peak use. The Contractor will make every effort to accommodate the County's requests for emergency clean up outside of normal hours within a reasonable time frame (4 hours). It is typical in these situations for the county to close or block off an area which requires emergency clean up, until the janitorial staff can address.

Note: Designated meeting rooms in county buildings are rentable to the general public. When janitorial services beyond the normal schedule are required, the janitorial contractor will be contacted by the Facilities Use Coordinator for coordination. The cost of additional, special, or emergency janitorial services outside of regularly scheduled hours will be based on the contractor's fully loaded Man-Hour labor rate(s) requested on the respective proposal form. A minimum of two (2) hours may be invoiced to the County for additional, special or emergency Services. Invoices resulting from Additional, Special, or Emergency Services are required to be invoiced separately from regular monthly invoices.

SCOPE OF SERVICES/PROVISIONS FOR DURHAM COUNTY MEMORIAL STADIUM

COUNTY'S DESIGNATED REPRESENTATIVE:

The Durham County Stadium Manager shall be identified as the County's Designated Representative.

Evan Kramer, Stadium Manager
Department of General Services
Attn: Durham County Memorial Stadium Manager
750 Stadium Drive Durham, NC 27704 ekramer@dconc.gov
Tel: (919) 560-0430 Cell: (919)943-5760

1.0 PURPOSE: To provide after event janitorial services, equipment and products for below specified areas of the Durham County Stadium-750 Stadium Drive, Durham, NC 27704

2.0 SCHEDULE OF SERVICES:

Unless otherwise noted, janitorial service is to be performed after the close of each event. No work is to be performed, which may in any way interfere with the general public or the business operations and functions. Only events scheduled inside the Stadium fence will require janitorial services. Stadium Management will notify the contractor of dates when services are needed. On occasion there will be a need for janitorial coverage during events, Stadium

Manager will coordinate with contractor as these services are needed.

3.0 JANITORIAL AREAS:

Home-South Side

Grandstands - Includes vomitories steps, ADA seating, general seating sections, Locker Rooms (3ea) – Home, Visitors, and Officials Exterior Concourse Areas. Ticket Booths (2ea), Restrooms (9ea), Manager's Office, Including all main concourse and press box (upper level). Elevator – Interior and Exterior including sweeping of elevator track to clear debris.

Visitor-North Side

Grandstands – Includes vomitories steps, ADA seating, general seating sections, Restrooms, Ticket Booths (2), Exterior Concourse Areas

Press Box - Upper Level

Home Team, Visiting Team, VIP, Media, Scoring and Video Deck, (Open Air) boxes, and Restrooms

4.0 STADIUM SCOPE:

- Office, Press, and General Interior areas: Remove trash, arrange furniture, vacuum, dust, clean interior glass, clean & disinfect all surfaces, spot clean upholstery and carpet spots, clean elevator.
- Locker Rooms: Full stocking, cleaning and disinfecting of all surfaces.
- Restrooms (all): Full stocking, cleaning and disinfecting of all surfaces.
- Concourse Areas:
Remove trash, clean & disinfect all surfaces, keep elevator tracks free of debris, clean cab (in/out), remove cobwebs and dirt from light fixtures, clean and sanitize drinking fountains, clean smudges and handprints from all surfaces. Clean all trash containers (in/out).
- Grandstands:
Remove trash, gum and any sticky substances.
Power wash bleachers and concrete. (Water and bib connection to be provided by the County. Contractor to supply own hoses, sprayer and pressure wash equipment)
Clean all trash containers (in/out). Facility Specific Notes:
 - A water-tight disposable plastic liner will be used in each trash container.
 - Keep extra trash liners in the bottom of each receptacle.
 - Women's sanitary containers will require paper liners.
 - Keep extra paper and soap products on site in Janitorial closet for Stadium Representatives to access when needed.
- Restroom floors are a combination of sealed concrete, rubber (in locker rooms) and tile (in shower areas). Each requires cleaning after every event. (Additional Strip/ Buff and Wax/Seal to be priced separately).

5.0 ALTERATION OF WORK:

Special circumstances and late bookings may arise which could require services by the Contractor. The Contractor will make every effort to accommodate the County's requests.

6.0 SUBCONTRACTING:

No activities or services included as part of this proposal may be subcontracted to another firm, individual or group without the prior written approval of the County's designated representative. Such an intent to subcontract should be clearly acknowledged on your proposal form. It is understood that the Contractor will remain fully liable and responsible for the satisfactory accomplishment of the service or activities provided by any subcontractor.

7.0 SPECIAL REQUIREMENTS:

The County will assign a limited amount of space available for the storage of the Contractor's supplies and equipment (Janitorial Rooms: S100 & N105). The Contractor shall keep this space in a neat and orderly condition. The County will not be responsible in any way for damage or loss of the Contractor's stored supplies or equipment, or the Contractor's employees' personal belongings brought into the building or stored in unauthorized locations.

- The Contractor and their employees *are* required to park in designated parking areas approved by the County Representative or Stadium Manager. All contractor vehicles must be parked outside the stadium gates, No Exceptions.
- Security systems shall be properly disarmed and armed each time after-hours access is made. Where applicable, the Contractor shall be charged for *alarm* response including the actual cost for staff time, in responding to *alarms* set off by the Contractor. It is the responsibility of the Contractor to receive security codes and to be trained by the County's Representative on the security system.
- Contractor will be given instructions to turn off stadium lighting after the cleaning of grandstands

END OF SCOPE OF SERVICES

ATTACHMENTS AND AFFIDAVITS

Attachment A

DETAILED JANITORIAL SERVICE FREQUENCY & SPECIFICATIONS

It is with the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Scope of Services and Detailed Janitorial Service Frequency & Specifications is intended to indicate a high level of services. All items not specifically included but found to be necessary to properly clean the buildings shall be included. It is understood that complete and satisfactory service will be provided as required and would extend beyond the specifications listed. The term "Clean" means the removal from the premises of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. The term "General Area" means conference rooms, lobbies, lounges, restrooms, break rooms, kitchens, and other areas outside personal offices or cubicles. The term "As Needed" refers to the service schedule required beyond the schedule of services listed. Additional Notes: Some Durham County Buildings have a substantial amount of interior glass. All interior glass in entrances, main lobbies, sub lobbies, conference rooms and glass on routinely used doors are to be cleaned with green cleaners to the typical height of 6' or to the closest natural glass break with extended equipment if needed. Glass cleaning of individual cubicles and office windows will be the responsibility of the occupant and offices if office doors are locked, closed or anything on the windows. Janitorial services do not include the sterilization of laboratories, medical devices, or cleaning of mechanical areas, storage areas and other unauthorized areas. There are vending areas in many county buildings. The janitorial contractor is responsible for cleaning the exterior of the vending machines and the areas machines are placed. Durham County buildings are visited by the community and inherently high volumes of janitorial supplies are used in areas accessed by the public.

Each Janitorial Service

- Entrance Areas, Lobbies, All General Areas
- Clean under and vacuum all entrance mats.
- Clean glass (up to 6' or natural break and if needed extended equipment) in entrances, lobbies, conference rooms, hallways and general areas.
- Clean and dust tops and sides of accessible surfaces, including all furniture, table

tops, cabinets, furniture bases, arms, window ledges, blinds, moldings, wall decor, TV's, projection, screens, etc. on walls up to 6' in entrances, lobbies, conference rooms, hallways, general areas, stations or desks open to general areas.

- Pull out chairs, inspect under desks for debris and vacuum.
- Organize the chair up to the desk, leaving the chair out enough to keep the arm rests from going under the desk.
- Organize lobby, conference or break room chairs.
- Organize items left on counters and tables.
- Vacuum carpets. Especially traffic lanes, lobbies and entrance mats.
- Sweep and wet mop hard floors.
- Spot clean spills or stains on carpet and upholstery.
- Remove gum, grease or scuffs from floor surfaces.
- Disinfect all commonly touched surfaces (restrooms, elevator buttons, handrails, doorknobs, fitness equipment, counters etc.)
- Wipe all clear surfaces to a streak free shine.
- Refill or replace supplies in all dispensers.
Hand soap-fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
Hand towels-Fill dispensers every service, without packing tight.
- Disinfect all sinks, counters, back splashes, outside of cabinets and appliances, tables, chairs, trash cans and all surfaces. Use sponge non-scratch pads with disinfectants to get built up debris and scum off of the sinks, faucets and counters. Rinse with water to remove the leftover cleaner. Wipe all surfaces to a streak free shine.
- Clean under tables, chairs, corners, behind and around trash cans.
- Remove consumer trash. Offices and Cubicles:
 - Do not disturb any papers or personal property on desks, tables or cabinets.
 - Occupants in cubicles or offices are responsible for cleaning and dusting their own desk, file cabinet, bookcases, glass, computer, wall décor etc.
 - Dust tops of all cubicle walls.
- Pull out chairs, inspect under desks for debris and vacuum.
- Spot clean spills or stains on carpet and upholstery.
- Remove consumer trash. Restrooms, Fitness Areas and Locker Rooms:
 - Refill or replace supplies in all dispensers.
 - Toilet paper-Replace all rolls in dispensers which are below half. If a dispenser has two rolls, make sure at least one roll is new. Any leftover partially used rolls may be left on site (on top of dispenser or in determined location).
- Hand soap-fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full

- Waterless urinals require slightly different cleaning techniques. See manufacturer's guidelines.
- Waterless urinal cartridges-Require correct model cleaning products and cartridges for daily, monthly, quarterly and bi-annual service as required by manufacturer. The contractor is to maintain a service schedule for the replacement of these products.
- Remove feminine liners which have been used and replace them with new liner. Liners shall be opened for easier access by patrons. Never re-use feminine liners.
- Clean mirrors.
- Disinfect toilets using a toilet brush (bowl mop) with disinfectant cleaner on the brush and clean the inside of the toilets. Clean under and around the rim and all the way to the bottom of the inside and outside of the bowl.
- Fixtures-Clean the exterior of all fixtures including surrounding floor and wall areas.
- Disinfect stall doors and partitions, handicap bars, door pulls/pushes, dispensers, baby stations and other commonly touched surfaces.
- Sweep and mop floors thoroughly to include behind toilets, under sinks, behind and around trash cans, doors, edges and corners. Scrubbing as necessary to remove built up dirt.
- Remove consumer trash. Blood Draw Room and Labs (in specified buildings):
- Janitorial is responsible for all the above requirements.
- Janitorial is not responsible for daily biohazard collection.
- Janitorial is not responsible for the sterilization of medical devices.
- Janitorial is responsible for the removal of all consumer trash, with the exceptions of tobacco chew or cigarette waste.
- Janitorial is not responsible for collecting recyclable materials from individual offices.
- Janitorial must break down all their own empty cardboard boxes from supplies, etc. and leave them at designated recycling areas or place in cardboard dumpsters in select locations.
- NEVER put your hand inside a trash container to pull out debris.
- Empty trash cans and return cans back to their original spot (replace liners which are soiled, wet, torn or do not look in perfect condition). Keep extra trash liners at the bottom of each trash container.
- Trash bags must never be set on carpet or dragged across any floor. The preferred method would be to take a wheeled trash barrow to the area where the trash is to be collected. While staging trash, set any trash bags on tiled areas in anticipation of

leakage. Any leaks must be immediately cleaned up. Make sure the wheels on any trash container are clean and free from debris and do not create “garbage trash trail”.

- Do not put loose trash in the dumpster. All trash is to be in a bag/liner. All bags must be tied and deposited inside the dumpster. Trash left on the ground is unacceptable. If the dumpster is full, put your tied bag of trash in your janitorial storage area and immediately call the onsite representative to report and ask for instructions.
- Trash, cardboard dumpster and compactor doors must always remain closed.
- Employees will signal when only trash removal is required by setting their trash can outside of their office. If this is done by the occupant, (whether you have a key/card access or not) do not enter the office space if the door is closed to provide janitorial services.
- Detail vacuum carpet corners, under desks and hard to reach spots in all offices and areas.
- Clean walls, doors, door frames, light switches etc. in all offices and areas.
- Clean elevator floors, walls, doors, (disinfect) buttons and remove debris from tracks on each floor.
- Cleaning and disinfecting fitness rooms. **Monthly (or as needed)**
- Cleaning and disinfecting locker rooms. **Monthly (or as needed)**
- Clean the interior and exterior of all desk style trash containers, and the exterior of all large recycling or other trash containers.
- Blind dusting, if applicable.

Annually Hard Floor Care

- Floor care is required for all hard floor surfaces-slate, terrazzo, tile, VCT concrete etc., including grout.
- Floors are to be “top scrubbed” removing a layer of finish, dirt and debris.
- Top scrubbing is a green preferred procedure that avoids the use of toxic strippers.
- The floor is then recoated using the manufacturers recommended floor finish sealer (sheen TBD by site).
- Floors are to be maintained with five floor coats of finish.
- Determine the correct procedure and product per surface manufacturer.
- Fill all hand sanitizer dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
- Annual services are to be scheduled and completed prior to the end of the annual Contract (June 30th).

Scope of Work for Janitorial Services

Daily

- 1.Clean under and vacuum all entrance mats.
- 2.Clean glass (up to 6’ or natural break) in entrances, lobbies, conference rooms, hallways and general areas. (Some areas may need to use an extended pole to reach glass or mirrors that are higher than 6’)
- 3.Pull out chairs, inspect under desks for debris and vacuum.

4. Organize the chair up to the desk, leaving the chair out enough to keep the arm rest from going under the desk.
5. Organize lobby, conference or break room chairs.
6. Organize items left on counters and tables.
7. Vacuum carpets. Especially traffic lanes, lobbies and entrance mats.
8. Sweep and wet mop hard floors.
9. Remove gum, grease or scuffs from floor surfaces.
10. Disinfect all commonly touched surfaces (restrooms, elevator buttons, handrails, doorknobs, fitness equipment, counters etc.)
11. Wipe all clear surfaces to a free streak.
12. Refill or replace supplies in all dispensers.
13. Hand Towels-Fill dispensers every service, without packing tight.
14. Disinfect all sinks, counters, back splashes, outside of cabinets and appliances, tables, chairs, trash cans and all surfaces. Use sponge scratch pad with disinfectants to get debris and scum off the sinks, faucets and counters. Rinse with water to remove the leftover cleaner. Wipe all surfaces to a streak free shine.
15. Clean under tables, chairs, corners, behind and around trash cans.
16. Remove consumer trash. Offices and Cubicles:
17. Remove consumer trash. Restrooms, Fitness Areas and Locker Rooms:
18. Toilet Paper-Replace all rolls in dispensers which are below half. If a dispenser has two rolls, make sure at least one roll is new.
19. Remove feminine liners which have been used and replace them with new liner. Open liner for easier access by patrons. Never re-use feminine liners.
20. Clean mirrors.
21. Disinfect all fitness equipment surfaces, restrooms, showers and lockers.
22. Disinfect toilets using a toilet brush (bowl mop) with disinfectant cleaner on the brush and clean the inside of the toilets. Clean under and around the rim and all the way to the bottom of the inside of the bowl.
- Fixtures-Clean the exterior of all fixtures including surrounding floor and wall areas.
23. Disinfect stall doors and partitions, handicap bars, door pulls/pushes, dispensers, baby stations and other commonly touched surfaces.
24. Sweep and mop floors thoroughly to include behind toilets, under sinks, behind and around trash cans, doors, edges and corners. Scrubbing is necessary to remove built up dirt.
25. Remove consumer trash. Blood Draw Room and Labs (in specified buildings)
26. Remove consumer trash. Trash Removal
27. Janitorial is responsible for moving cardboard from primary collected location(s) to exterior cardboard dumpsters in select locations.
28. Empty trash cans and return cans back to their original spot (replace liners which are soiled, wet, torn or do not look in perfect condition). Keep extra trash liners at the bottom of each trash container.
29. Clean elevator floors, walls, doors, (disinfect) buttons.
30. Wipe all surfaces to a streak free shine.
31. Floor care is required for all hard floor surfaces-slate, terrazzo, tile, VCT concrete etc., including grout. (Daily dust mopping, auto scrubbing, mopping and buffing)

Weekly or as Needed

- 1.Clean and dust tops and sides of accessible surfaces, including all furniture, tabletops, cabinets, furniture bases, arms, window ledges, moldings, wall decor, TV's, projection, screens, etc. on walls up to 6' in entrances, lobbies, conference rooms, hallways, general areas, stations or desks open to general areas.
- 2.Spot clean spills or stains on carpet and upholstery.
- 3.Hand soap-fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
- 4.Dust tops of all cubicle walls.
- 5.Janitorial must break down all their own empty cardboard boxes from supplies, etc. and leave them at designated recycling areas or place in cardboard dumpsters in select locations.
- 6.Detail vacuum carpet corners, under desks and hard to reach spots in all offices and areas.
- 7.Detail clean hard floor surfaces, corners and hard to reach spots in all offices and areas.
- 8.Clean walls, doors, door frames, light switches etc. in all offices and areas.
- 9.Remove debris from elevator tracks on each floor.
- 10.Additional detail cleaning and disinfecting of fitness rooms.
- 11.Additional detail cleaning and disinfecting locker rooms and showers.
- 12.Clean the interior and exterior of all desk style trash containers, and the exterior of all large recycling or other trash containers.
13. Fill all hand sanitizer dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.

Monthly

Blind dusting, if applicable. As well will need to use an extended pole to reach higher blinds up to 10 feet.

Floor Care

- 1.Annually Hard Floor Care (Stripping and Waxing) Is to be done once a year and communicated with DCO representative so that it can be inspected once completed.
- 2.Floors are to be "top scrubbed" removing a layer of finish to remove any build up dirt and debris. (Quarterly)
- 3.The floor is then recoated using the manufacturers recommended floor finish sealer (sheen TBD by site).
- 4.Floors are to be maintained with five floor coats of finish.
- 5.Determine the correct procedure and product per surface manufacturer.
- 6.Annual services are to be scheduled and completed prior to the end of annually contract. **If these duties are not completed by the vendor and DCO staff must complete any of this work the vendor will be charged for labor and supplies.**

Supplies for the following facilities

Durham County Government will be supplying supplies (Paper products, chemicals, hand soap, hand sanitizer, liners, gloves, spray bottles with proper labels and urine cartridges) to the following facilities.

- **Human Health Services Building**
- **Administration Building I**
- **Administration Building II**

END OF DETAILED JANITORIAL SERVICE FREQUENCY & SPECIFICATIONS

Attachment A



PROPOSAL FORM
RFP No. 25-043

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the County of Durham.

<u>Building</u>		<u>Total Cost</u>
Administrative Building I and Administrative Building II (All administrative Buildings need to be bided together)		
East Sheriff Station and East Regional Library (All East properties/sites need to be bided together)		
North Sheriff, North Convenience Center and North Regional Library (All North properties/sites need to be bided together)		
General Services		
Emergency Operation Center (EOC)		
Agriculture Building Coop Extension		
Animal Control Building		
Health & Human Services Building		
Presidential Warehouse		
Justice Resource Center (JRC)		
General Services Warehouse		
Main Library		
Bragtown Library		
South Regional Library		
Southwest Regional Library		
Stanford Warren Library		
Memorial Stadium		
Judicial Annex		
Courthouse		
	<u>Number of Buildings Served</u>	
	<u>Total Proposed Cost</u>	

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: _____ Authorized Signature: _____

Name

Title

Firm Name

Attachment B

NO PROPOSAL REPLY FORM

TO: Durham County
Purchasing Division
201 East Main Street, 7th Floor
Durham, NC 27701

PROPOSAL #: 25-043

PROPOSAL TITLE:

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation, but does not wish to submit a proposal, state their reason(s) below and return to this office. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- _____ 1. We do not wish to participate in the proposal process.
- _____ 2. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document. Our objections are:
- _____
- _____
- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not wish to sell to the Durham County. Our objections are:
- _____
- _____
- _____ 6. We do not sell the items/services on which Proposals are requested.
- _____ 7. Other: _____
- _____

FIRM NAME

DATE

SIGNATURE

PHONE

_____ We wish to remain on the Bidders' List.

_____ We wish to be deleted from the Bidders' List.

Attachment C

ADDENDUM ACKNOWLEDGEMENT

Project Title **Janitorial Services for Durham County**

RFP No. 25-043

Receipt of the following Addendum is acknowledged:

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Signature: _____ Date: _____

Name of Firm

Attachment D

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Durham

_____, being first duly sworn, deposes and says that:

1. He/She is the _____ of _____, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a **collusive** or **sham** Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a **collusive** or **sham** Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signature of Proposer

Date

Subscribed and sworn before me,
this ____ day of _____, 20__

(Seal)

Notary Public

Notary Public
My Commission Expires: _____

Attachment E

MWBE FORMS

(Affidavits A-D and Appendix E)

Affidavit A

ATTACH TO BID

State of North Carolina AFFIDAVIT A - List of the Good Faith Effort

COUNTY OF DURHAM

Affidavit of _____
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:
(A minimum of 5 areas must be checked in order to have achieved a "good faith effort")

- ☐ 1- Contacted minority businesses that reasonably could have expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2- Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- ☐ 3- Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4- Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority business.
- ☐ 5- Attended pre-bid meetings scheduled by the public owner.
- ☐ 6- Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7- Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8- Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the Bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9- Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10- Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

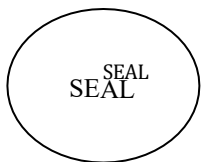
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
Subscribed and sworn to before me this ____day of _____, 20____.
Notary Public _____
My commission expires _____

Affidavit B

ATTACH TO BID – IF YOU ARE NOT UTILIZING SUBCONTRACTORS

State of North Carolina AFFIDAVIT B - Intent to Perform Contract with Own Workforce

COUNTY OF DURHAM

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for
he _____ contract.
(Name of Project)

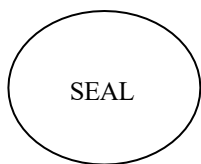
In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

Subscribed and sworn to before me this ____ day of _____ 20__

Notary Public _____

My commission expires _____

Affidavit C**ATTACH TO BID - IF YOU HAVE MWBE PARTICIPATION****State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms****COUNTY OF DURHAM**

Durham County Goals for MWBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

(Project Name)

Project ID No. _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Firm Name (Street Address/Zip/Telephone)	*Minority Category	Work Description	Dollar Value	Percentage of Goal

***Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
 Subscribed and sworn to before me this ____ day of _____ 20__
 Notary Public _____
 My commission expires _____

DO NOT SUBMIT WITH THE BID DO NOT SUBMIT WITH THE BID DO NOT SUBMIT WITH THE BID
(NOTE: This form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If you do not meet the MWBE Goal, the Bidder shall provide the following documentation of his Good Faith Efforts within **72 hours** after notification of being the low bidder.

State of North Carolina AFFIDAVIT D – Good Faith Efforts
COUNTY OF DURHAM

Durham County Goals for MWBE Participation in the Procurement of goods, Services, and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

Affidavit of _____
(Name of Bidder)

I do certify the attached documentation as true and accurate representation of my good faith efforts.

I will expend a minimum of ____% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Name and Phone Number	*Minority Category	Work description	Dollar Value	Percentage of Goal

***Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

Documentation of the Bidder's good faith efforts to meet the goals set forth in the provisions. Examples of documentation include, but are not limited to, the following evidence:

- Copies of solicitation for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received
- Copies of quotes or responses received from each firm responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.
- For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- Copy of pre-bid roster.
- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- Letter detailing reasons for rejection of minority business due to lack of qualification.
- Letter documenting proposed assistance offered to minority business in need to equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
Subscribed and sworn to before me this ____ day of _____ 20_
Notary Public _____
My commission expires _____

Appendix E

MWBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

Firm Name	*Minority Category	Total Contract Amount	Amount Paid this Period	Total Payment Amount to date	Percentage of Work Completed	Scheduled Start Date	Scheduled End Date

***Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (I), Female (**F**)

Date: _____ Approved/Certified By: _____

Name

Title

Signature

THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT

Attachment F

AFFIDAVIT OF COMPLIANCE

**STATE OF NORTH CAROLINA
COUNTY OF DURHAM**

**AFFIDAVIT OF COMPLIANCE
with N.C. E-Verify Statutes**

I, _____ (hereinafter the "Affiant"), being duly authorized by and on behalf of
_____ (hereinafter "Contractor") after first being duly sworn hereby swears or
affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and
2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.
3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (mark Yes or No)
 - a. YES ____
 - b. NO ____
4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Durham County.

This ____ day of _____, 20__.

Signature of Affiant

Print or Type Name: _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me, this the ____

day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

Attachment G

VENDOR APPLICATION & W-9

Attachment H

Building Information & Proposal Form

(Administration

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
Administration Building Admin I (Admin I and Admin II are to be bided on together. The day porter will service both admin I and Admin II.)	200 E. Main St.	<u>Evening Service</u> 3 Nights/Week Monday, Wednesday, Friday	109,136	7	16 RR 75 Fixtures	7 (Contractor typically uses closet on 1st & 4th floor)	200/200	5-4x6 (Main St. Entrance-Ground & 1st Floor-both sides, & Church St. side entrance)
		<u>Day Porter Service</u> (1 Porter) 5 Days/Week Monday –Friday shared between Admin I and Admin II						

There are specific duties/locations for the Day Porter.

Red dots (stickers) on doors indicate this office Must be locked after cleaning. Building has Door Codes that change as necessary.

Building has eight (8) sets of stairs. Main stairs open from ground to 2nd floor, 2 sets of stairs to BOCC viewing area, 1 set of stairs to underground parking and 4 side stairwells to departments which stay locked. (Without a key or card access you can only exit down.)

Floors are a combination of VCT, Tile, Concrete and Carpet.

Janitorial square footage includes all stairs, dock and file/storage room across from dock. Janitorial square footage does not include mechanical storage, restaurant or underground parking. Board of County Commissioners (BOCC) meet several times per month on Monday evenings in 2nd floor chambers.

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MAKR UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Administration Building Admin I	200 E. Main St.	<u>Evening Service</u> 3 Nights/Week Monday, Wednesday, Friday						
		<u>Day Porter Service</u> (1 Porter) 5 Days/Week Monday – Friday shared between Admin I and Admin II						

_____I agree to furnish all supervision, labor, products, materials, equipment, uniforms, insurance, bonding and benefits, direct and indirect overhead costs etc. required to provide complete and efficient indoor janitorial service as specified in the RFP. I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

- **Mark up cost amounts for labor and supplies.**
- **Monthly Total Labor Hours (Proposer to determine hours needed to perform the tasks)**
- **Loaded Hourly Wage Rate (Charged to the County)**
- **Monthly Lump Sum Cost for Wages (Column 1 x Column 2)**
- **Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)**
- **Monthly Total Lump Sum Amount (Column 3 + Column 4)**
- **Annual Total Lump Sum Amount (Column 5 x 12)**

Supplies for the following facilities

Durham County Government will be supplying supplies (Paper products, chemicals, hand soap, hand sanitizer, liners, gloves, spray bottles with proper labels and urine cartridges) to the following facilities.

- Human Health Services Building
- Administration Building I
- Administration Building II

Company Name

Date

Authorized Signature

Name (Printed)

Attachment H

Information & Proposal Form

[illegible]

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Administration Building Admin II	200 E. Main St.	<u>Evening Service</u> 3 Nights/Week Monday, Wednesday, Friday						
		<u>Day Porter Service</u> (1 Porter) 5 Days/Week Monday – Friday shared between Admin I and Admin II						

_____I agree to furnish all supervision, labor, products, materials, equipment, uniforms, insurance, bonding and benefits, direct and indirect overhead costs etc. required to provide complete and efficient indoor janitorial service as specified in the RFP. I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

- **Mark up cost amounts for labor and supplies.**
- **Monthly Total Labor Hours (Proposer to determine hours needed to perform the tasks)**
- **Loaded Hourly Wage Rate (Charged to the County)**
- **Monthly Lump Sum Cost for Wages (Column 1 x Column 2)**
- **Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)**
- **Monthly Total Lump Sum Amount (Column 3 + Column 4)**
- **Annual Total Lump Sum Amount (Column 5 x 12)**

Company Name

Date

Authorized Signature

Name (Printed)

Supplies for the following facilities

Durham County Government will be supplying supplies (Paper products, chemicals, hand soap, hand sanitizer, liners, gloves, spray bottles with proper labels and urine cartridges) to the following facilities.

- Human Health Services Building
- Administration Building I
- Administration Building II

Attachment H

Building Information & Proposal Form

**Attachment H
(Administration**

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
General Services	310 S. Dillard St.		6,387	2	4 Rest Rooms/ 12 Fixtures	2	60/5	2 – 4x6 mats
		Evening Service Wednesday, Friday						

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
General Services	310 S. Dillard St.							
		Evening Service Wednesday, Friday						

_____I agree to furnish all supervision, labor, supplies, products, materials, equipment, uniforms, insurance, bonding and benefits, direct and indirect overhead costs etc. required to provide complete and efficient indoor janitorial service as specified in the RFP. I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

- Mark up cost amounts for labor and supplies.
- Monthly Total Labor Hours (Proposer to determine hours needed to perform the tasks)
- Loaded Hourly Wage Rate (Charged to the County)
- Monthly Lump Sum Cost for Wages (Column 1 x Column 2)
- Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)
- Monthly Total Lump Sum Amount (Column 3 + Column 4)
- Annual Total Lump Sum Amount (Column 5 x 12)

_____	_____
Company Name	Date
_____	_____
Authorized Signature	Name (Printed)

Attachment H

Information & Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	# of <u>Floors</u>	Qty of <u>RR/Fixtures</u> . (#does not include sinks in other areas)	# Janitorial <u>Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size.
Emergency Operation Center (EOC)	2422 Broad St		5,915	1	NA	NA	NA	NA
		Evening Service Monday, Friday						

Proposal Form

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Emergency Operation Center (EOC)	2422 Broad St							
		Evening Service Monday, Friday						

_____I agree to furnish all supervision, labor, supplies, products, materials, equipment, uniforms, insurance, bonding and benefits, direct and indirect overhead costs etc. required to provide complete and efficient indoor janitorial service as specified in the RFP. I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

- **Mark up cost amounts for labor and supplies.**
- **Monthly Total Labor Hours (Proposer to determine hours needed to perform the tasks)**
- **Loaded Hourly Wage Rate (Charged to the County)**
- **Monthly Lump Sum Cost for Wages (Column 1 x Column 2)**
- **Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)**
- **Monthly Total Lump Sum Amount (Column 3 + Column 4)**
- **Annual Total Lump Sum Amount (Column 5 x 12)**

Company Name

Date

Authorized Signature

Name (Printed)

Attachment H

Information & Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
Agriculture Building Coop Extension	721 Foster St		16,772	1	NA	1	NA	NA
		<u>Evening Service</u> 3 Nights/Week Monday, Wednesday, Friday						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate cost PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Agriculture Building Coop Extension	721 Foster St							
		Evening Service 3 Nights/Week Monday, Wednesday, Friday						

_____ I agree to furnish all supervision, labor, products, materials, equipment, uniforms, insurance, bonding and benefits, direct and indirect overhead costs etc. required to provide complete and efficient indoor janitorial service as specified in the RFP. I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

- Mark up cost amounts for labor and supplies.
- Monthly Total Labor Hours (Proposer to determine hours needed to perform the tasks)
- Loaded Hourly Wage Rate (Charged to the County)
- Monthly Lump Sum Cost for Wages (Column 1 x Column 2)
- Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)
- Monthly Total Lump Sum Amount (Column 3 + Column 4)
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Company Name

Date

Authorized Signature

Name (Printed)

Building Information & Proposal Form

Attachment H

**Attachment H
Building
(Administration**

Information & Proposal Form

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	# of <u>Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	# <u>Janitorial Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size.
Animal Control Building	3005 Glenn Rd.		3,488	1	2 Rest Rooms/ 6 Fixtures	None	20/15	None
		<u>Evening Service</u> 2 Nights/Week Wednesday, Friday						

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate Cost PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Animal Control Building	3005 Glenn Rd.							
		<u>Evening Service</u> 2 Nights/Week Wednesday, Friday						

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Information & Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
Health & Human Services Building (HHS)	414 E. Main St.	<u>Evening Service</u> 5 Nights/Week Monday – Friday 5:30pm – 9pm	310,623	3	51 Rest Rooms/ 326 Fixtures	7	795/525	Built in walk off entrances
		<u>Day Porter Service</u> 5 Days/Week Monday – Friday 9:00am-3:00pm						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	.Column 6 Annual Total Lump Sum Amount
Health & Human Services Building (HHS)	414 E. Main St.	<u>Evening Service</u> 5 Nights/Week Monday – Friday 5:30pm – 9pm						
		<u>Day Porter Service</u> 5 Days/Week Monday – Friday 9:00am-3:00pm						

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Supplies for the following facilities

Durham County Government will be supplying supplies (Paper products, chemicals, hand soap, hand sanitizer, liners, gloves, spray bottles with proper labels and urine cartridges) to the following facilities.

- Human Health Services Building
- Administration Building I
- Administration Building II

Company Name

Date

Authorized Signature

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Attachment H

Information & Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	# of <u>Floors</u>	Qty of <u>RR/Fixtures</u> . (#does not include sinks in other areas)	# Janitorial <u>Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size.
Presidential Warehouse	2330 Presidential Drive		28,350	1	NA	NA	NA	NA
		<u>Evening Service</u> 1 Day per week Wednesday						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Presidential Warehouse	2330 Presidential Drive.							
		<u>Evening Service</u> 1 Day per week Wednesday						

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Information & Proposal Form

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
Justice Resource Center (JRC)	326 E. Main St		38,385	3	11 Rest Rooms/39 Fixtures (1 shower)	3	60/80	2 – 4x6 mats at each public entrance
		<u>Evening Service</u> 3 Days per week Monday, Wednesday, Friday						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Justice Resource Center (JRC)	326 E. Main St							
		<u>Evening Service</u> 3 Days per week Monday, Wednesday, Friday						

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Information & Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
East Sheriff Station	5323 Wake Forest Hwy 98		3,038	1	2 Rest Rooms/4 Fixtures	NA	2/5	1 – 4x6 mat at public entrance
All East properties/sites need to be bided together		<u>Daytime Service</u> Wednesday						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
East Sheriff Station								
All East properties/sites need to be bided together	5323 Wake Forest Hwy 98	<u>Daytime Service</u> Wednesday						

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Information & Proposal Form

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East Regional Library All East properties/sites need to be bided together	211 Lick Creek Ln.		26,649	1	5 Rest Rooms/29 Fixtures	1	15/580	Entrance doors have built in walk off areas
		<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
East Regional Library All East properties/sites need to be bided together	211 Lick Creek Ln.							
		<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						

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Information & Proposal Form

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North Convenience	11894 Hwy 15/501 N. Roxboro Rd		1,075	1	1 Rest Rooms	NA	3	NA
All North properties/sites need to be bided together		<u>Daytime Service</u> Wednesday 7am – 7pm						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
North Convenience All North properties/sites need to be bided together	11894 Hwy 15/501 N. Roxboro Rd							
		<u>Daytime Service</u> Wednesday						

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Company Name	Date
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Building Information & Proposal Form

(Administration

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty& Size.</u>
North Regional Library All North properties/sites need to be bid together	221 Milton Rd.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm	26,649	1	5 Rest Rooms/29 Fixtures	1	14/775	NA
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday, Friday 11:00am-3:00pm						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
North Regional Library All North properties/sites need to be bided together	221 Milton Rd.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						
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Building Information & Proposal Form

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(Administration**

Information & Proposal Form

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North Sheriff Station	11821 Hwy 15/501 N. Roxboro Rd		2,946	1	2 Rest Rooms/6 Fixtures	NA	20-40/10	1 – 4x6 mat at public entrance
All North properties/sites need to be bided together		<u>Daytime Service</u> Wednesday						

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North Sheriff Station								
All North properties/sites need to be bided together	11821 Hwy 15/501 N. Roxboro Rd	<u>Daytime Service</u> Wednesday						

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General Services Warehouse	4527 Hillsborough Rd.		44,800	1	5 Rest Rooms/32 Fixtures	1	10/15	None
		<u>Evening Service</u> 2 Weeknights Tuesday & Thursday						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
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Building
(Administration**

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Main Library	300 N. Roxboro Rd.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm	99,926	4	15 Rest Rooms/35 Fixtures	4	89/2800	NA
		<u>Day Porter Service</u> <u>1 Day Porters</u> 5 Days/Week Monday – Friday 11:00am-3:00pm						
		<u>Sunday Evening Service</u> 5:00pm – 8:00pm						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Main Library	11821 Hwy 15/501 N. Roxboro Rd	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						
		<u>Day Porter Service</u> <u>1 Day Porters</u> 5 Days/Week Monday – Friday 11:00am-3:00pm <u>Sunday Evening Service</u> 5:00pm – 8:00pm						

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Bragtown Library	3200 Dearborn Drive		1,000	1	2 Rest Rooms/4 Fixtures	1	2/100	NA
		<u>Evening Service</u> 2Nights/ A Week Tuesday & Thursday 6pm - 8pm						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Bragtown Library	3200 Dearborn Drive							
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Building
(Administration**

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	<u># of Floors</u>	Qty of <u>RR/Fixtures.</u> (#does not include sinks in other areas)	<u># Janitorial Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size
South Regional Library	4505 S. Alston Ave.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm	27,320	1	5 Rest Rooms/24 Fixtures	1	15/800	Entrance doors have built in walk off areas
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
South Regional Library	4505 S. Alston Ave.	<u>Evening Service</u> 6 Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm						

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- Monthly Lump Sum Cost for Wages (Column 1 x Column 2)
- Monthly Lump Sum Cost for all non-related labor costs (Equipment, insurance, bonding, profit, etc.)
- Monthly Total Lump Sum Amount (Column 3 + Column 4)
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Company Name

Date

Authorized Signature

Name (Printed)

Building Information & Proposal Form

Information & Proposal Form

**Attachment H
Building
(Administration**

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	# of <u>Floors</u>	Qty of <u>RR/Fixtures</u> . (#does not include sinks in other areas)	# Janitorial <u>Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size
Southwest Regional Library	3605 Shannon Drive	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm	25,684	1	5 Rest Rooms/27 Fixtures	1	15/800	Entrance doors have built in walk off areas
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm						
		<u>Sunday Evening Service</u> 5:00pm – 8:00pm						

Building	Address	Service Schedule	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Southwest Regional Library	4505 S. Alston Ave.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm <u>Sunday Evening Service</u> 5:00pm – 8:00pm						

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Stanford Warren Library	1201 Fayetteville St.	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm	9,797	1	6 Rest Rooms/27 Fixtures	1	15/800	Entrance doors have built in walk off areas
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Stanford Warren Library	1201 Fayetteville St	<u>Evening Service</u> 6Nights/Week Monday – Wednesday 8:00pm – 11pm Thursday – Saturday 6:00pm – 9:00pm						
		<u>Day Porter Service</u> <u>1 Day Porters</u> 3 Days/Week Monday, Wednesday & Friday 11:00am-3:00pm						

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Building
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Building) Durham County Janitorial Services

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Memorial Stadium Approximately 50 events/year	2700 Stadium Drive /750 Stadium		37,872	2	NA	1	NA	None
		After each event						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Memorial Stadium	2700 Stadium Drive /750 Stadium							
		After each event						

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Information & Proposal Form

Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	# of <u>Floors</u>	Qty of <u>RR/Fixtures</u> . (#does not include sinks in other areas)	# Janitorial <u>Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size
Judicial Annex	201 N Roxboro St/Parrish		25, 692	3	NA	1	NA	2
		<u>Evening Service</u> 3 Days a week Monday, Wednesday, Friday						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Judicial Annex	201 N Roxboro St/Parrish							
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Building) Durham County Janitorial Services

<u>Building</u>	<u>Address</u>	<u>Service Schedule(s)</u>	Janitorial <u>Sq. Ft.</u>	<u># of Floors</u>	Qty of <u>RR/Fixtures</u> . (#does not include sinks in other areas)	<u># Janitorial Closets</u>	Daily # of <u>Emp/Guests</u>	Door Mat Qty& Size
Courthouse	510 South Dillard St.	<u>Support Staff for the Courthouse from 7:30 pm – 3:30 pm</u>	318,533	3	NA	1	NA	2
		<u>Day Service</u> 5 Days a week Monday - Friday						

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1 Monthly Total Labor Hours	Column 2 Loaded Hourly Wage Rate costs PLUS MARK UP	Column 3 Monthly Lump Sum Cost for Wages	Column 4 Monthly Lump Sum Cost for all non-related labor costs PLUS MARK UP	Column 5 Monthly Total Lump Sum Amount	Column 6 Annual Total Lump Sum Amount
Courthouse	510 South Dillard St.	<u>Support Staff for the Courthouse from 7:30 pm – 3:30 pm</u>						
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Site Visit Calendar RFP No. 25-043

<u>Site Visits</u>	<u>Dates</u>	<u>Times</u>
1.Administrative Building I 2.Administrative Building II 3.Health & Human Services 4.General Services 5.Main Library 6.Courthouse	4/14/2025	9:00AM
1.Stanford Warren Library 2.Memorial Stadium 3.North Sheriff Office 4.North Convenience Center 5.North Regional Library 6.Agriculture Building Coop Extension	4/15/2025	9:00AM
1.East Sheriff Station 2.East Regional Library 3.Bragtown Library 4.Presidential Warehouse 5.General Services Warehouse 6.Emergency Operation Center	4/16/2025	9:00AM
1.South Regional Library 2.Southwest Regional Library 3.Animal Control Building 4.Judicial Annex 5.Justice Resource Center (JRC)	4/17/2025	9:00AM