

County of Charlotte  
 PO Box 608  
 250 LeGrande Ave; Suite A  
 Charlotte Court House, VA 23923



**Request for Proposals**  
**Contract for Janitorial Services for Charlotte County**

**Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

<u>Bid Number</u>	<u>Bid Due Date and Hour (Local Time)</u>	<u>Date Initiated</u>
037-216	May 30, 2018 at 4:00 pm	May 3, 2018

This solicitation is subject to the provisions of the General Terms and Conditions and any Special Terms and Conditions included herein. The Request for Proposal, your bid, and modifications or additions to either shall constitute an entire integrated contract.

**Address All Inquiries and Correspondence to:**

County of Charlotte P.O. Box 608 250 LeGrande Avenue; Suite A Charlotte Court House, VA 23923	Monica L. Elder, Purchasing Agent Phone: (434) 542-5117 Fax: (434) 542-5248 Email: melder@charlotteva.com
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**Special Instructions:**

- Responses must be signed below in ink.
- Responses will be accepted until the date and hour shown above.
- This inquiry incurs no obligation on the part of the County of Charlotte.
- All proposals are considered firm for our acceptance within **90 days** after the due date.
- Charlotte County may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award (Section 2.2-4319-Code of Virginia).

***In compliance with this Request for Proposals, and all the conditions imposed therein, the undersigned offers and agrees to furnish products/services in accordance with the signed proposal or as mutually agreed upon by subsequent negotiation.***

SCC Number: \_\_\_\_\_

Name & Address of Offeror: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

License Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Title: \_\_\_\_\_

FIN: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

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**I. PURPOSE**

The Board of Supervisors of Charlotte County, Virginia, herein referred to as "the County," is soliciting sealed proposals from qualified firms for janitorial services in order to establish an annual contract for the cleaning of County facilities in accordance with the specifications included in this RFP and subsequent negotiations.

It is Charlotte County's intent that this Request for Proposals is part of a competitive procurement process which helps to serve the County's best interests while providing Offerors with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the process of "competitive sealed bidding." Price is not required to be the determining factor, although it may be, and the County may negotiate with one or more Offerors to arrive at a mutually agreeable relationship.

**II. BACKGROUND**

Previously Charlotte County's janitorial services were included under Charlotte County Public School's janitorial services contract. With the opening of the County's new courthouse facility, the County is now seeking to establish an independent contract for janitorial services for County facility.

**III. SCOPE OF SERVICES**

The Contractor shall provide all supplies, labor, equipment, transportation, supervision and incidentals necessary to provide janitorial services for the facilities specified in Item A below in accordance with all specifications and terms provided.

A. Facilities - The following facilities, located in the Town of Charlotte Court House, are included in this contract:

	<b>Building</b>	<b>Address</b>	<b>Approximate Net Square Footage</b>	<b>Estimated Employees</b>
1	Administration Building	250 LeGrande Ave. (Includes entire facility except Suite E)	7,371	15
2	Treasurer's Office	201 David Bruce Avenue	1,328	4
3	Commissioner of Revenue	205 David Bruce Avenue	1,092	3
4	Circuit Court Clerk's Office	125 David Bruce Avenue	7,827	4
5	Voter Registrar's Office	115 LeGrande Avenue	1,316	2
6	Commonwealth Attorney's Office	117 LeGrande Avenue	874	3
7	Extension Office	133 LeGrande Avenue	2,410	4
8	New Courthouse Facility	115 David Bruce Avenue	21,000*	12

*\* Courthouse service area does not include basement level parking areas, basement mechanical room & basement storage area*

The County anticipates that the facilities below may be added to the contract in the near future. Therefore, Contractors shall provide pricing for these facilities at this time.

	<b>Building</b>	<b>Address</b>	<b>Approximate Net Square Footage</b>	<b>Estimated Employees</b>
9	Current J&DR and Court Services Facilities	420 & 430 Thomas Jefferson Hwy	3,739	Unknown
10	Current General District Clerk's Office	111 LeGrande Avenue	2,048	Unknown

**B. Personnel**

1. The Contractor shall provide sufficient workforce and supervisory personnel properly trained and qualified to perform the services specified herein.
2. The Contract shall obtain criminal history checks through the Virginia State Police on all contract personnel working on County property. The original background documentation shall be submitted to the County. The Contractor shall provide a letter certifying that all personnel have criminal records free of felony convictions, or convictions for any crime related to sexual abuse or theft of property, prior to each individual beginning work on County property.
3. The Contract shall ensure their custodial workforce receives appropriate training regarding the proper use of cleaning chemicals and compounds and all equipment.
4. The Contract shall ensure their custodial workforce receives training in and perform all work to OSHA standards, and that all cleaning product labels and Safety Data Sheet (SDS) instructions are adhered to at all times.
5. The Contractor shall designate, in writing, a qualified "on-site supervisor" who will be at the work site on a day-to-day basis. The "on-site supervisor" will be the Contractor's point of contact to direct the activities of the cleaning staff and with whom the Contract Administrator will deal in reviewing quality of work and resolving customer complaints.
6. Employees appearing to be under the influence of alcohol or drugs shall not be permitted in County facilities.
7. Smoking will not be permitted inside County facilities at any time.
8. The Contractor shall be responsible for addressing any issues regarding their employees' conduct, ensuring that their employees are not boisterous or rude, and ensuring that their employees do not engage in destructive or criminal activities.
9. The Contractor will ensure that their employees do not disturb papers on desks or personal items; open desk drawers or cabinets; or use County telephones, computers, televisions, and the like except as specifically authorized.
10. The Contractor will be responsible for the cost of repair of any damage caused by negligence on the part of their employees.

11. Contractor's employees are expected to maintain a professional appearance and shall have some type of visible identification (uniform, vest, identification badge, etc.) which identifies them as an employee of the company.
12. The Contractor will assure that all of their employees comply with the security requirements set forth by the County.
13. The Contractor will be responsible for all keys and access cards issued to them. The Contractor shall sign for and will return keys and access cards to the County upon request. The Contractor shall be responsible for replacing lost keys/access cards and or rekeying locks, if necessary.
14. The County reserves the right to request the removal of any of the Contractor's employees from the work site at any time for reasonable cause. Such requests will be made to the Contractor or their supervisory personnel.
15. At no time will the County assume the role of the supervisor of the Contractor's personnel. Should the County observe any action by the Contractor's employees that requires correction, the County shall immediately contact the Contractor's "on-site supervisor", who in turn will take immediate corrective measures.

C. General Requirements

1. The Contractor shall establish a complete quality control/assurance program to ensure the requirements of the contract are provided as specified.
2. Work shall be completed during each office's normal hours of operation. Hours vary slightly from office to office with most offices opening at 8:00 a.m. or 8:30 a.m. and closing between 4:00 p.m. and 5:00 p.m..
3. Should the Contractor or the County determine that certain tasks cannot be efficiently or effectively completed during normal working hours, the Contractor and the County may mutually agree to alter work hours.
4. In the event of an emergency, the County may request the Contractor retain some personnel after the Contractor's normal ending time of work. In the event this should happen, the Contractor shall bill the County on the regular monthly statement at the hourly rate established in the contract.
5. No services will be required on the following scheduled holidays: New Years Day, Lee Jackson Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve and Christmas Day or additional days when all offices are closed because the governor of Virginia has provided additional time off.
6. No services will be required when all offices are closed for inclement weather.

D. Cleaning Specifications

1. General
  - a) The Contractor shall spot clean walls, interior and exterior doors, and partitions as needed.
  - b) The Contractor shall dust and clean all horizontal surfaces, including counter tops, chairs, tables, couches, file cabinets, wall-mounted fixtures and picture

frames, handrails, windowsills and ledges weekly. Surfaces shall be free from dust after dusting is completed.

- c) The Contractor shall spot clean interior glass surfaces as needed. Glass surfaces shall be free of all stains, smudges, and cleaning marks.
  - d) The Contractor shall empty both interior and exterior waste containers and recycle bins daily. Plastic trash can liners shall be replaced as needed.
  - e) The Contractor will daily transport trash and recyclables collected to the Charlotte Court House Recycling Center on Dixie Youth Drive for disposal and must provide the requisite transportation.
  - f) Waste containers shall be cleaned and sanitized as needed.
  - g) The Contractor shall clean, sanitize and disinfect drinking water fountains daily. Walls and floors adjacent to drinking water fountains will be kept free of spots, drippings and watermarks.
  - h) When prisoner holding areas in the courthouse are used, the Contractor shall clean them after court has been dismissed for the day or prior to court the next day. Cleaning shall include sweeping and wet mopping floors; spot cleaning of walls and doors as needed; and cleaning and sanitizing of sinks, fixtures, urinals and toilets including bases.
2. Exterior Entrances, Entrance Sidewalks, Porches, Breezeways & Exterior Stairs
- a) The Contractor shall remove visible debris, leaves, and cobwebs and sweep exterior entrances, entrance sidewalks, porches, breezeways & exterior stairs as needed.
  - b) The Contractor shall vacuum doormats weekly. Doormats will be provided by the County.
3. Maintenance of Non-Carpeted Floors
- a) The Contractor shall ensure maintenance procedures recommended by the flooring manufacturer are used for each type of surface.
  - b) The Contractor shall remove visible debris, trash, spots and spillage from non-carpeted floors, stairwells and landings as needed.
  - c) The Contractor shall sweep or dry mop non-carpeted floors, public stairwells and landings three times a week.
  - d) The Contractor shall sweep or dry mop private stairwells and landings weekly.
  - e) The Contractor shall wet mop VCT and other tile floors weekly.
  - f) VCT and other tile floors with applied floor finish shall be scrubbed and burnished every four months to provide high gloss. Care shall be taken not to burnish dirty floors embedding dirt into the finish.
  - g) VCT and other tile floors with applied floor finish shall be stripped and refinished at the request of the County for the price per square foot stated in the contract. All free standing furniture shall be removed prior to procedure. The County will be responsible for moving any office equipment

and boxing up loose papers, files and office supplies. Care shall be taken not to remove existing finish of any asbestos containing floor tile during stripping, exposing the tile to abrasion.

4. Maintenance of Carpeted Floors
  - a) The Contractor shall remove all visible trash, debris, dust, footprints, spots or stains of foreign substances from the carpet, entry mats, and throw rugs as needed.
  - b) The Contractor shall vacuum carpet, entry mats and rugs twice a week.
  - c) Extraction cleaning shall be performed on carpet and area rugs as needed at the request of the County for the price per square foot stated in the contract. All free standing furniture shall be removed prior to procedure. The County will be responsible for moving any office equipment and boxing up loose papers, files and office supplies. Care shall be taken not to over wet carpet and rugs. Floor fans shall be used to dry carpet & rugs in a timely manner.
5. Restroom, Kitchen and Breakroom Facilities
  - a) The Contractor shall clean vanity tops, counters, mirrors, and the exteriors of dispensers and any metal surfaces daily.
  - b) The Contractor shall clean and sanitize restroom sinks, urinals and toilets including the bases daily.
  - c) The Contractor shall refill soap dispensers, paper hand towel holders, toilet tissue holders and paper towel holders from the Contractor's stock of supplies as needed to provide adequate supply for an entire business day.
  - d) The Contractor shall clean and sanitize kitchen and breakroom counters and sinks daily.
  - e) The Contractor shall clean and sanitize kitchen cabinets, sinks, refrigerator, appliances and light switches as needed. Appliances, sinks and counters shall be free of debris and deposits.
- E. Supplies
  1. The Contractor shall furnish all supplies and equipment necessary for the work required under this contract including, but not limited to, toilet tissue, paper towels, liquid soap, cleaning chemicals & compounds, gloves, trash can liners, trash bags, vacuums with HEPA filters, mops, brooms, buckets, cleaning cloths and brushes, and floor finishing equipment.
  2. The Contractor shall have at least one truck that is well maintained and in good condition with company lettering or signage, to use for transporting trash and recyclables.
  3. The Contractor shall provide and maintain paper towel and toilet tissue dispensers.
  4. Roll paper goods shall not have injurious effect on the skin, shall be good quality and must be absorbent.

5. Toilet tissue must be high quality biodegradable bleached paper with above average softness.
6. Hand soap may be liquid or foam and shall have rich lather & deep cleaning qualities.
7. The Contractor shall maintain an adequate supply of soap and paper products and must provide some supply that is accessible to County Staff in the event that a soap dispenser or paper product holder requires refilling prior to the time the Contractor reports for work.
8. The Contractor will submit in writing the list of cleaning compounds and chemicals intended to be used in the execution of work detailed herein to the County for approval and shall provide MSDS sheets for all chemicals.
9. Cleaning products shall be EPA & Green Seal Certified and shall not have adverse effects of existing finishes.
10. The County will supply reasonable and suitable on-site storage space for cleaning equipment and supplies deemed necessary for the performance of the contract.
11. The Contractor will ensure storage areas and custodial closets are cleaned and maintained equivalent to all other areas and adequate precautions are taken to prevent fire hazards.

**IV. TERM OF CONTRACT**

The janitorial services for the new Charlotte County Courthouse will begin when the new courthouse facility opens, which is anticipated to take place in early June 2018. Janitorial services for all other facilities will begin July 1, 2018 unless otherwise noted in this RFP. The contract term shall be for one year with the initial term ending June 30, 2019 and shall include up to six (6) one year renewal options.

**V. PRICING AND PAYMENT**

- A. Offerors shall complete the pricing sheet provided. Any additions, deletions or exceptions shall be noted and explained in detail.
- B. The County will make payment to the Contractor for services rendered net 30 days or in accordance with discount terms, if offered, after receipt of an approved invoice for completed work authorized by a contract resulting from this RFP.
- C. Payment shall be based on the monthly rate for each facility under contract and any additional services provided on a per unit basis during the month.
- D. If a facility is added or removed from the contract during the month, services shall be invoiced based on the number of days services were provided.
- E. Please submit invoices to: County of Charlotte, P.O. Box 608, Charlotte Court House, Virginia 23923 by the 2nd of the month following the month services were rendered.



**VI. MANDATORY PRE-BID CONFERENCE**

A mandatory pre-bid conference & site visit will be held on May 15, 2018, at 2:00 PM. Contractors are to meet at the Charlotte County Administration Office, 250 LeGrande Avenue, Suite A, Charlotte Court House, VA. Attendance at this meeting is a prerequisite for submitting a proposal.

**VII. SUBMISSION OF PROPOSALS**

A. Submission Procedures

1. To receive consideration your proposal with original signature and one electronic copy must be received in the Charlotte County Administrator's Office no later than 4:00 pm on May 30, 2018.
2. The submission of proposals by fax, phone, e-mail, or verbal offer will not be accepted.
3. The original proposal must be clearly identified on the outside cover.
4. All proposals must be in a sealed package clearly marked "RFP- Janitorial Services."
5. It is the responsibility of each Offeror to see that their proposal is in the Office of the County Administrator by the specified time and date.
6. **Please note that some overnight courier services cannot guarantee delivery to this location by 4:00 p.m. and plan accordingly.**
7. Any offers or amendments received by the County after the date and time specified for the scheduled opening of proposals will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
8. Submittals can be hand-delivered or mailed to the following address:

Charlotte County Administrator's Office  
Attention: Monica Elder, Purchasing Agent  
P. O. Box 608  
250 LeGrande Avenue, Suite A  
Charlotte Court House, Virginia 23923

B. Proprietary Information

All proposals submitted under this RFP shall become the property of Charlotte County and will be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*. However, the Offeror must invoke the protections of Section 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the material is submitted. The written notice must specifically identify the materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or

proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

C. Proposal Content

Proposal content shall include the following items in the order specified:

1. A cover letter from the Offeror
2. The cover page of this RFP completed & signed by an authorized individual
3. Copies of any addenda issued completed & signed by an authorized individual
4. A completed Contractor Data Sheet (Page 15 of this RFP)
5. A completed Bid Form (Page 16 of this RFP)
6. A completed State Corporation Commission Form (Page 17 of this RFP)
7. An Executive Summary addressing the following:
  - Overview of proposed project staff & administrative support team
  - Your approach for providing the requested services
  - Scheduling
  - Quality Control Program
  - Materials, Supplies, and Equipment
8. A list of any additions, deletions or recommendations regarding the services provided
9. A list of any exceptions to the specifications

D. Additional Information

The County may contact the Offeror to clarify any response, may solicit information from any available sources concerning any aspect of the proposal, and may seek and review any other information deemed pertinent to the evaluation process.

**VIII. QUESTIONS & ADDENDA**

A. Questions

1. All questions regarding this RFP must be submitted in writing. Questions can be e-mailed or hand-delivered to the Charlotte County Purchasing Agent, Monica Elder, and must be received no later than 12:00 noon on May 18, 2018.
2. Under no circumstances should any Offeror contact the current service provider or their employees or other County staff regarding this RFP.
3. All revisions to this solicitation will be provided in an official written addendum.
4. The County will not assume responsibility for claims of oral instructions.

B. Addenda

1. All addenda issued shall become part of this RFP.
2. Addenda will be posted on eVA and on the County's purchasing webpage at [www.charlotteva.com/purchasing.htm](http://www.charlotteva.com/purchasing.htm)

3. It is the sole responsibility of each Offeror to ensure that he/she obtains a copy of all addenda.

**IX. SELECTION PROCEDURE AND EVALUATION OF PROPOSALS**

The evaluation and selection processes will be governed by and completed in accordance with the Virginia Public Procurement Act (VPPA). If any provision of this RFP is found to be inconsistent or in conflict with such policy, the terms of the VPPA shall govern.

**A. Selection Process**

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

**B. Proposal Evaluation Criteria:**

The following criteria will be used to review and evaluate Offerors' proposals:

1. Expertise and Experience - Including, but not limited to, client references and demonstrated ability and reputation in providing similar services for government agencies, schools, or commercial clients (30%)
2. Services to be Provided – Including noted exceptions, additions or deletions to specifications provided; quality control plan; staffing and scheduling (30%)
3. Pricing Proposal (40%)

**X. SPECIAL TERMS AND CONDITIONS**

**A. Insurance**

The selected Offeror shall, during the entire performance of the contract, keep in force at least the following minimum limits of Insurance:

1. Workers compensation insurance - shall comply with requirements of the laws of the Commonwealth of Virginia.
2. Employers' Liability Insurance - \$100,000 for each Accident by employee, \$100,000 for each Disease by employee and \$500,000 policy limit by Disease

3. Automobile Liability - \$1,000,000 combined - Coverage for owned, hired, non-owned, bodily injury, and property damage.
4. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Charlotte County must be named as additional insured and be so endorsed on the policy.

No insurance certificate is required at the time of proposal submission. The selected Offeror shall furnish proof of the required insurance before the County issues their intent to award.

B. Ethics in Public Procurement

By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

C. Modification of Contract

The County and the Contractor may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. No fixed price contract may be increased by more than twenty-five percent (25%) or \$50,000, whichever is greater, of the amount of the contract without the advance approval of the County Administrator or designee, and under no circumstances may the amount of this contract be increased, without adequate consideration, for any purpose (including, but not limited to, relief of the Contractor from the consequences of an error in its bid or offer).

D. Termination of Contract for Convenience

Charlotte County, by written notice, may terminate the resulting contract in whole or in part when it is determined by the public body to be in the County's best interest. Termination shall be effected by serving a notice of termination. In the event of termination pursuant to this paragraph, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination.

E. Termination of Contract by Default

Should the selected Offeror fail to deliver the services in accordance with the contract terms and conditions, the County has the right to terminate any contract resulting from this solicitation for default. Termination shall be effected by serving a notice of termination stating the manner of the default. In the event of termination pursuant to this paragraph, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination less any fines or other fees that may be withheld.

**XI. GENERAL TERMS AND CONDITIONS**

- A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.
- B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.
- C. A contract shall be deemed executory only to the extent of appropriations available for the purchase of such the same or similar goods or services as requested in this proposal. Future obligations shall be subject to future appropriations, if any, by the Board of Supervisors. Nothing contained herein shall be construed to require any future obligation by the Board of Supervisors.
- D. The award of a contract shall be at the sole discretion of the County Board of Supervisors. The award shall be based upon the evaluation of all information made available to the County. The Board reserves the right to enter into any contract deemed to be in its best interest. The County shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.
- E. An officer of the proposing Offeror must sign the proposal and all issued addenda. Such signature shall bind the Offeror to all obligations under this RFP.
- F. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- G. The County shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- H. All proposals shall become the property of Charlotte County. In accordance with the VPPA, they will not be open for public inspection prior to final selection by the Board of Supervisors.
- I. The County Board of Supervisors reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.

- J. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- K. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the County.
- L. The Offeror shall indemnify and save harmless Charlotte County, its supervisors, officers, agents, servants, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- M. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- N. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.
- O. The Offeror shall agree to comply with all federal immigration laws. The Contractor shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- P. Proof of Authority to Transact Business in Virginia  
In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.

**APPENDIX A  
BID SUBMITTALS**

**CONTRACTOR DATA SHEET**

QUALIFICATIONS OF OFFEROR:

Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.

Indicate the length of time you have been in business providing this type of service. \_\_\_\_\_ Years

Indicate the date when you will be available to start services. \_\_\_\_\_

Provide a list of current references below, either governmental agencies, educational institutions, and/or companies that your firm has provided similar services for in the past three years. Include the dates of service, annual price, and the name and contact number of the person the County has your permission to contact.

Contact Name, Company or Agency, and Phone Number

Dates of Service

Annual Price

_____	_____	\$ _____
_____		
_____		
_____		

_____	_____	\$ _____
_____		
_____		
_____		

_____	_____	\$ _____
_____		
_____		
_____		

## BID FORM

### Base Bid for Janitorial Services by Facility

Building	Address	Price Per Month
Administration Building	250 LeGrande Avenue (Includes entire facility except Suite E)	\$
Treasurer's Office	201 David Bruce Avenue	\$
Commissioner of Revenue	205 David Bruce Avenue	\$
Circuit Court Clerk	125 David Bruce Avenue	\$
Voter Registrar's Office	115 LeGrande Avenue	\$
Commonwealth Attorney's Office	117 LeGrande Avenue	\$
Extension Office	133 LeGrande Avenue	\$
New Courthouse Facility	115 David Bruce Avenue	\$

### Bid for Facilities that may be added to the Contract in the Near Future

Building	Address	Price Per Month
Current J&DR and Court Services	420 & 430 Thomas Jefferson Hwy.	\$
Current General District Clerk's Office	111 LeGrande Avenue	\$

### Additional Services to be Performed at the Request of the County on a Price Per Unit Basis

Service Description	Price Per Unit
Strip & Refinish Tile Flooring	\$ /Square Foot
Extraction Carpet & Area Rug Cleaning	\$ /Square Foot
Labor Rate for On-call Service and any Service not Anticipated in this Solicitation	\$ /Hour

This Bid is submitted by:

Name of firm or individual: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Title: \_\_\_\_\_

Bid submitted on \_\_\_\_\_, 20\_\_\_\_.





**Charlotte County, Virginia  
State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The Offeror:**

is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):