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|  | <p align="center"><b>GUILFORD COUNTY<br/>SCHOOLS</b></p> <p align="center"><b>Invitation for Bids</b></p> <p align="center">Purchasing Department<br/>501 W. Washington Street<br/>Greensboro, NC 27401</p> |
| <p><b>Direct all inquiries to:</b></p>  | <p><b>Invitation for Bids: 6110</b></p>   |
| <p>Joe Farrar</p>   | <p><b>Bid due date: 04/09/2019 at 3:00 PM ET</b></p>  |
| <p><a href="mailto:farrarj@gcsnc.com">farrarj@gcsnc.com</a> (336) 370-3236</p>    | <p><b>Commodity: Carpet cleaning services for GCS Elementary Schools</b></p>  |

**NOTICE TO BIDDERS**

Bids, subject to the conditions made a part hereof, will be received at this office 501 West Washington St., Greensboro NC 27401, Room 100; Attn: Joe Farrar, Purchasing Manager, until **3:00 PM ET** on the day of opening for furnishing and delivering the commodity as described herein. Bids submitted via facsimile (FAX) machine in response to this Invitation for Bid **will not** be accepted. .

**EXECUTION**

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items and services upon which prices are bid, at the prices set opposite each item and service within the time specified herein. By executing this bid, the undersigned Vendor certifies that this bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

**Failure to execute/sign bid prior to submittal shall render bid invalid and it WILL BE REJECTED. Late bids will not be accepted.**

|   |       |                                   |             |
|---|-------|-----------------------------------|-------------|
| BIDDER:                                       |       | FEDERAL ID OR SOCIAL SECURITY NO. |             |
| STREET ADDRESS:                               |       | LICENSE #:                        | ZIP:        |
| CITY & STATE & ZIP:                           |       | TELEPHONE NUMBER:                 | FAX NUMBER: |
| TYPE OR PRINT NAME & TITLE OF PERSON SIGNING: |       | TITLE                             |             |
| AUTHORIZED SIGNATURE:                         | DATE: | E-MAIL:                           |             |

Offer valid for sixty (60) days from date of bid opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

## **1.0 PURPOSE AND BACKGROUND**

To furnish carpet cleaning and maintenance services for elementary schools in Guilford County Schools for the period July 01, 2019 – June 30, 2020 with four optional one-year renewal contracts.

## **2.0 GENERAL INFORMATION**

This IFB is comprised of the base bid document, any attachments, and any addenda released before contract award. All attachments and addenda released for this IFB in advance of any Contract award are incorporated herein by reference. Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

### **TAXES**

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax. When invoiced, tax should be invoiced as a separate line item.

### **MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE)**

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

## **INSURANCE**

### **Certificate of Insurance**

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, High Point, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, High Point, North Carolina.

### **Public Liability Insurance**

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CSL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

### **Worker's Compensation Insurance**

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

### **Terms and Conditions**

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this IFB, and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this IFB.

## **3.0 SPECIFIC INFORMATION**

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### **PRE-BID CONFERENCE**

A Nonmandatory pre-bid conference will be held on March 29, 2019 at Guilford County Schools Purchasing Department in Room 100 at 501 W. Washington St. Greensboro, NC at 10:00 AM. Each Vendor interested in participating on this bid opportunity is encouraged to attend. All vendors must sign in upon arrival. The purpose of the pre-bid conference is to discuss the requirements of the bid and to acquaint perspective bidders with the conditions and requirements of the task to be performed.

**BID QUESTIONS**

Upon review of the IFB documents, vendors may have questions to clarify or interpret the IFB to submit the best bid possible. To accommodate the bid questions process, vendors shall submit any such questions by 12:00 PM on April 03, 2019.

**Instructions:**

Written questions shall be emailed to [farrarj@gcsnc.com](mailto:farrarj@gcsnc.com) by the date and time specified above. Vendors will enter "IFB # 6110– Questions" as the subject for the email. Question submittals will include a reference to the applicable IFB section and be submitted in a format shown below:

| Reference                | Vendor Question     |
|--------------------------|---------------------|
| IFB Section, Page Number | Vendor question...? |

Questions received prior to the submission deadline date, GCS’s response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this IFB, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this IFB.

**BID SUBMITTAL**

Sealed bids, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated below, as described herein. **Bids** should be addressed in an envelope with the IFB number as shown below: It is the responsibility of the bidder to have the bid in the Guilford County Schools Purchasing office by the specified time and date of opening.

Bids shall be marked on the outside of the sealed envelope with the Vendor’s name, bid number and date and time of opening. If Vendor is submitting more than one bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed bids from a single Vendor may be included in the same outer package.

Attempts to submit a bid via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this Invitation for bids will **not** be accepted. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.

**MAILING INSTRUCTIONS**

**DELIVERED BY US POSTAL SERVICE OR ANY OTHER MEANS:**

IFB No. 6110  
Joe Farrar  
Guilford County Schools  
Purchasing Department  
501 W. Washington Street  
Greensboro, NC 27401

## **REFERENCES**

Guilford County Schools reserves the right to require upon request a list of references from other school districts or similar service agencies for which the company has provided the services or goods solicited in this IFB. GCS may contact these users to determine quality level. Such information may be considered in the evaluation of the bid.

## **4.0 AWARD AND BID EVALUATION**

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### **REVIEW AND AWARD**

It is the intent of Guilford County Schools (GCS) to award this Invitation for Bids to the responsible bidder(s) who best matches the needs of the Maintenance Department. Guilford County Schools reserves the right to reject any or all bids presented and to waive any informalities and irregularities. Award of this bid may be in whole or in part as deemed to be in the best interest of GCS. All projects are awarded contingent upon funding. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

## **5.0 INVITATIONS FOR BID DOCUMENT**

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### **GENERAL INFORMATION:**

#### **Introduction**

It is the intent of this IFB to solicit sealed proposals from qualified sources to establish a contract for Carpet Cleaning Services as detailed herein for all Guilford County Schools and facilities. **GCS reserves the right to award this project in part or in total whichever is deemed to be in the best interest of the district.**

#### **Guilford County School District's Background**

The Guilford County School District (henceforth "GCS"), encompassing over 250 square miles in Guilford County, includes over 72,000 students, 10,000 staff members and 134 schools/sites. The school district has 69 Elementary Schools, 23 Middle Schools, 20 High Schools, 1 Early College, 7 Middle Colleges, 8 Alternative Schools and 7 Administrative sites.

#### **Scope of Service**

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to perform carpet cleaning within GCS and procedural modifications to aid in the prevention of negative indoor air quality that could occur as a result of improper carpet cleaning techniques. The primary service provided by the Contractor encompasses the Contractor's knowledge as it relates to carpet care and cleaning. The Service provided will include at the minimum, the reporting of carpet conditions at sites to be cleaned and the cleaning of carpets and rugs at those sites. The approximate total square footage of carpet to be cleaned is 1,285,219 square feet.

#### **Evaluation Criteria**

GCS, at its sole option, will select multiple proposals which best fulfills the requirements and provides the best value to GCS. The proposals will be evaluated on completeness of response, experience/qualifications, quality of service proposed, cost and safety/liability. It is GCS's intent to award the contract to the firm(s) which, based upon criteria for evaluation, is the most responsive and qualified firm(s) to provide the work within the GCS budget.

#### **Additional Information, Investigation and Inspection**

GCS may request additional information from bidders to clarify elements of their bid proposals. GCS will notify bidders after all bids are received as to whether a presentation is required. GCS reserves the right to make independent investigations as to the qualifications of the bidder. Such investigation may include contacting bidder's past and present customers.

#### **Bidder's Self Reliance**

Bidders are expected to be knowledgeable regarding the structures to be served and facility use and scheduling constraints. Bidders are required to have the appropriate equipment and staffing to provide the required services. The successful bidder may not sub-contract any portion of the work. Appropriate equipment shall include sufficient truck mounted systems to clean a minimum of three sites per identified time schedules.

The school calendar, published on-line, will acquaint the bidders with the days the schools have scheduled closings. It will be the successful bidder's responsibility to contact GCS's Custodial Services Program Administrator to verify non-scheduled closings due to inclement weather or other causes.

## **Bidder's Responsibility for Costs**

GCS will not reimburse any Bidder for any costs involved in the preparation and submission of Proposals, in making an oral presentation, or in contract negotiations. Bidders are responsible for all costs associated with preparing and submitting the bid proposal.

## **TECHNICAL PROPOSAL SPECIFICATIONS**

### **Mandatory Requirements**

Proposal submittal shall address the Technical Proposal as outlined below.

Two (2) copies of the proposal shall be prepared on 8 1/2" X 11" paper. Unless specifically requested, extraneous presentation of materials is neither necessary nor desired. The proposal shall be concise and address the required information. The proposal must demonstrate the following:

- Bidders must demonstrate that they have adequate knowledge of carpet cleaning service techniques and experience as well as the environmental constraints related to this type of service.
- Bidders must submit with their proposal copies the following: all required State of North Carolina certification of courses, successfully completed, relating to mold and mildew prevention and water damage restoration. The successful contractor must maintain these certifications during the entire term of the contract.

### **Profile of Company**

Include a brief profile of your company to include:

- Number of years in business
- Type of organization
- Name(s) of principals
- Brief history of company
- Total number of employees
- Bonding company and bonding dollar amount capabilities
- List of equipment

### **Price Proposal Requirements**

Price is to be completed on Price Proposal List (Appendix A). All pricing will be inclusive of taxes, where applicable.

### **Required Price Proposal Information:**

The IFB is to bid by type of school/site. The pricing shall identify:

- Square foot pricing for cleaning carpets and area rugs at sites with having to move furniture.
- The total cleanable square footage invoiced by site, will not exceed the square footage, as listed in Appendix A. Any adjustments to cleanable square footage must be approved by the Custodial Services Program Administrator. A breakdown of the cleaned square footage will be identified by area (i.e.; classroom #121, media center, main office, auditorium, etc.).
- The school/site listing is attached as Appendix A.

The proposer shall submit an invoice bi-weekly per site for payment of all Carpet Cleaning Services to Guilford County Schools, Custodial Services Program Administrator, 3920 Naco Road, Greensboro, NC 27401.

## **CONTACT REQUIREMENTS**

### **Scope of Service**

The Contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the cleaning of carpet at the sites indicated and listed in these specifications.

### **General**

All carpet areas within the site soiled by foreign substances are to be cleaned in a manner that ensures that all dirt stains, and soiled spots are removed and the carpet is left with a minimum moisture level that will enable the carpet to thoroughly dry within four to five hours. If the furniture removal option is being executed, all furniture with the exception of those items listed under "Furniture Not to Be Moved Exception List", Appendix C, will be moved and area under the moved furniture cleaned. Furniture moved will be repositioned as close to the original position as possible.

**The GCS Maintenance Department Representative** referred to throughout this document will be the Custodial Service Program Administrator. The contractor will adhere to all safety regulations pertaining to all building and fire codes while on Guilford County Schools property.

### **Specifications:**

- The carpet areas shall be cleaned with a truck mount system.
- All trash and debris is to be removed from the carpeted area.
- Carpets shall be pre-treated prior to cleaning.
- All carpet areas in the mobiles are to be cleaned. All furniture in the mobiles shall be moved during the cleaning process and replaced in the original position upon completion of the cleaning process.
- All area rugs are to be cleaned.
- There shall be measures taken to protect the tile floor areas that have been stripped and refinished.
- Carpets shall be treated after cleaning with an antimicrobial to deodorize and eliminate mildew.
- All carpet areas in mobile units are to be cleaned in a manner that ensures all dirt and soiled spots are removed and that the carpet is left with a minimum moisture level that will allow the carpet to be thoroughly dry within four to five hours.
- All excess water shall be removed from carpets.
- If there is an air conditioner in the area to be cleaned, it should be turned on. **ALL thermostats should be set at 74 degrees in cool mode and the FAN in AUTO MODE ONLY.** Do not clean any carpet in rooms/buildings that AC is not working. Contractors are to notify GCS Custodial Services Program Administrator when air conditioners are not working properly.
- The contractor shall notify the GCS Custodial Services Program Administrator when they encounter problems while cleaning carpets at a site. The contractor shall not interfere with school operations or school personnel for any reason.



### **District Contact Person**

GCS contact person for all carpet cleaning communication and decisions is the Custodial Services Program Administrator.

Individual sites/schools will have an assigned liaison, and the Custodial Services Program Administrator will provide the Contractor with a listing of the assigned liaison, usually the Treasurer.

### **Scheduling Carpet Cleaning Services**

The GCS Custodial Services Program Administrator will provide the Contractor with the name of the school/site to be cleaned, and the name and phone number of the liaison, to arrange cleaning services, (Appendix D).

**The Contractor will provide a complete schedule of carpet cleaning services to be provided to the assigned schools/sites, to the GCS Custodial Services Program Administrator by email – [haxtonb@gcsnc.com](mailto:haxtonb@gcsnc.com) , for review, prior to commencement of services.**

**The GCS Custodial Services Program Administrator will provide a general timeframe of when all assigned school/site carpet cleaning services must be completed.**

**The assignment of schools/sites to receive carpet cleaning services, to the Contractor, will be determined by GCS Maintenance Department budget availability.**

**Sites will be assigned as needed by the Custodial Services Program Administrator and will not necessarily be assigned in the same geographical area.**

### **Material**

Material Safety Data Sheets (MSDS) including the Name of the Product and Manufacturer must be provided with the bid.

Technical Data Sheets including the Name of the Product and the Manufacturer/Distributor must be provided with the bid.

### **Trash**

The contractor is responsible for the removal of all trash and debris daily.

### **Inspections**

All work is subject to inspection and approval by the GCS Custodial Services Program Administrator, before approval of payment can be made. The Contractor shall determine when the final work is completed and ready for Guilford County Schools' acceptance inspection. The Contractor is to notify the GCS Custodial Services Program Administrator @ (336)317-1408 or (336)370-8940 when the work is ready for inspection.

The GCS Custodial Services Program Administrator, at the acceptance inspection, if warranted, will record a list of discrepancies which will be used to identify work that is incomplete or not in accordance with the specifications. The Contractor will have three (3) days to make corrections.

At the conclusion of the final inspection, the owner shall make the following determination:

- 1) The project is complete and accepted.
- 2) The project is accepted subject to the resolution of recorded discrepancies. Correction of work not in accordance with specifications or determined to be unacceptable shall begin after receipt of notice from the owner and shall be correctly immediately.
- 3) When the project is not accepted, another date for a final inspection will be identified. This date will be within five (5) days from the date of the original inspection.

### **Damages**

- **The Contractor will be responsible for any damage resulting from his operation or the actions of his personnel.**
- **The Contractor will isolate the work site, as much as possible, from students/public by means of ropes, fences, barricades, etc..**

### **Required Delivery**

Notice to proceed will be a phone call from the GCS Custodial Services Program Administrator, followed by a written notification within seven (7) days.

### **Term of Contract and Compensation**

The Contractor shall furnish all supervision, labor, materials and equipment necessary to complete this contract for an **initial one (1) year period**, and all pricing must remain firm for the duration of the initial contract period. The contract shall include all truck fees, equipment fees, office fees and mileage. GCS shall have the sole option to extend the contract for **four (4) additional one (1) year periods**, subject to acceptable performance and available funds.

The Contractor shall provide bi-weekly billing statements per site to GCS with all labor and material costs itemized for each school district site. Any extra costs of add-on services must be itemized in a like manner. If funds are not appropriated or otherwise made available to support continuation of the program in any fiscal year, succeeding the first fiscal year, GCS shall have the right to terminate this contract and the Contractor is not entitled to recover any costs not incurred prior to termination.

### **Invoicing**

The Contractor is to submit bi-weekly invoices. Pricing depicted on the invoice must be in accordance with the pricing proposal data identified in terms of the contract. The terms are identified under Requested Prices Proposal Information Section of this IFB. Invoices are to be mailed to GCS Custodial Services Program Administrator, GCS Maintenance Department, 3920 Naco Road, Greensboro, NC, 27401.

### **Price Adjustments**

Additional school district sites and facilities may be added or deleted at any time throughout the life of the Agreement.

**6.0 GUILFORD COUNTY  
SCHOOLS**

**BIDDER'S QUALIFICATIONS**

(Per Item #3 in Specifications)

Bidder must demonstrate that he has a successful record of experience in the type service specified. Otherwise, his proposal may not be considered.

The Request for Bids is for a service agreement to clean and maintain carpets. Please list below at least three (3) accounts of comparable size that you are now serving within this general area.

| <b>COMPANY</b> | <b>PERSON TO CONTACT</b> | <b>TELEPHONE NUMBER</b> |
|----------------|--------------------------|-------------------------|
|                |                          |                         |
|                |                          |                         |
|                |                          |                         |
|                |                          |                         |

\_\_\_\_\_  
Your Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

GUILFORD COUNTY SCHOOLS

**BIDDER'S EQUIPMENT LIST**

| EQUIPMENT | DESCRIPTION | MODEL YEAR |
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\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

STATE OF NORTH CAROLINA

E-VERIFY AFFIDAVIT

GUILFORD COUNTY SCHOOLS

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I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on solicitation, hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer 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 NCGS §64-25(5).
2. Employer understands that NC HB318, ratified October 29, 2015, creates a new NC General Statute, 143-133.3, which now requires school systems to apply the E-Verify prohibition to all contracts for services and construction, with very few exceptions, and exempts only contracts solely for the purchase of apparatus, supplies, materials, and equipment. For Guilford County Schools' service and construction contracts, regardless of cost, Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
a. YES \_\_\_\_\_, or
b. NO \_\_\_\_\_
4. Employer's subcontractors must also comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_ day of \_\_\_\_\_, 2019.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

## Appendix B

### Furniture not to be moved list

- Teacher/Office Desk
- Bookcases
- File Cabinets
- Credenzas
- Conference Room Tables