



**RFP FOR CARPET CLEANING SERVICES
SPECIFICATIONS FOR THE GREENWOOD COUNTY LIBRARY
AND THE NINETY SIX BRANCH LIBRARY**

Introduction

The Greenwood County Library will accept sealed Request for Proposals for carpet cleaning services for two of its buildings: the Greenwood County Library at 600 South Main Street, Greenwood, SC. and the Ninety Six Branch Library, 100 Cambridge Street South, Ninety Six, SC. The bid must be submitted no later than 2 p.m. on Friday, November 22, 2019, directly to the Greenwood County Library at the following address:

Greenwood County Library
Attn: Request for Proposal for Carpet Cleaning Services
600 South Main Street
Greenwood, SC 29646

Proposals must be submitted in a sealed opaque envelope/container showing the bid title and closing date. The Greenwood County Library will not be responsible for unidentified submittal packages.

At that time, each proposal will be opened and the bidder's name read aloud along with pricing. No other information will be announced at that time. The Library reserves the right to accept or reject any and all bids.

LATE PACKAGES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Sealed bids may be mailed or hand-delivered.

Companies mailing their bids must allow a sufficient mail delivery period to ensure receipt. The Greenwood County Library is not responsible for submittals delayed by mail or delivery services of any nature.

General Instructions for Proposal

a) Proposal Content – Submittals must be made in the official name of the company or individual under which the business is conducted (showing official business address). A completed proposal must contain the following:

- Proposal Form and Signature Page – the proposal form and signature page must be completed and signed in ink by an individual duly authorized to legally bind the person, partnership, company, or corporation submitting the RFP. All proposals submitted without such proposal form and signature page may be deemed nonresponsive. One (1) clearly identified paper original and two (2) copies of your submittal are required.

- Licenses and Permits - The successful bidder shall have and maintain any/all necessary licenses, permits, etc. necessary to conduct business in Greenwood County, South Carolina.

- Insurance Requirements – The successful bidder, at their expense, shall furnish the Greenwood County Library insurance certificate showing appropriate certificate holder as identified by the Greenwood County Library. Minimum coverage shall be as follows:

Workers' Compensation Insurance – The vendor shall have and maintain, during the life of this agreement, Workers' Compensation Insurance for his employees connected to the work, in accordance with the Statutes of the State of South Carolina and any applicable laws.

a. Statutory Limits, Employers Liability - \$100,000 minimum

Automobile Liability/General Liability Insurance – The vendor shall have and maintain, during the life of this agreement, Automobile Liability/General Liability Insurance at a minimum of the following:

a. General Liability - \$1,000,000 minimum

b. Auto Liability - \$1,000,000 minimum combined single limit including Hire & Non-Owned Autos

The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina.

The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the vendor's liability.

- References – Proposals will include a list of three (3) references including name, address, phone number, and contact person. It is preferred that references are those of South Carolina contacts. The Library reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) Proposal Period – Proposal prices are to be firm for at least thirty (30) days.

c) Proposal Award – The award will be made in accordance with the Greenwood County Library System's Procurement Policy and Procedures Policy.

d) Term and Renewal – The term of the contract will be for the following dates: November 28 – December 1, 2019.

(e) Basis of Payment – Payment will be made to the contractor within thirty (30) days upon receiving the contractor's monthly invoice and after

approval by the Library Director. The invoice shall state the date(s) the service was performed and the amount for each building.

(f) Other Conditions – The successful bidder will provide all chemicals, equipment, labor, and supervision.

(g) Questions – Questions regarding this RFP may be directed to Prudence A. Taylor, Greenwood County Library, 600 South Main Street, Greenwood, SC 29646. Tel: 864-941-4650. Email: ptaylor@greenwoodcountylibrary.org. Specifications The specifications outline the requirements for cleaning services for two (2) buildings. The name of each building, the address and approximate square footage is outlined to assist you in your quote.

Building list

- Greenwood County Library 600 South Main Street, Greenwood, SC
2 floors – 43,999 square feet
- Ninety Six Branch Library 100 Cambridge Street South, Ninety Six, SC
1 floor, 3,700 square feet

Services will be performed while the Library is closed.

Proposal Form Request for Proposals for Carpet Cleaning Services

The undersigned hereby submits the following proposal for the cost of carpet cleaning services for the Greenwood County Library Buildings:

Greenwood County Library \$ _____

Ninety Six Branch Library \$ _____

Signature Page Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

FAX _____

Email _____

Client References Request for Proposal for Carpet Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of South Carolina. The Library reserves the right to contact references other than and/or in addition to those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____