

# AUGUSTA COUNTY SERVICE AUTHORITY

18 Government Center Lane  
P. O. Box 859  
Verona, Virginia 24482-0859



## **REQUEST FOR SEALED BIDS** **Janitorial Services**

**ITB No. 1754**

**Issue Date: November 9, 2017**

Sealed Bids, subject to the conditions and instructions attached hereto, will be received at the above office until, but not later than **2:00 o'clock p.m. local Verizon time, December 12, 2017**, then publicly opened, for furnishing of janitorial services for the Augusta County Service Authority (OWNER).

***ITB & Technical questions:*** Casey McCracken, Purchasing Officer - 540-245-5680 - email [cmccracken@co.augusta.va.us](mailto:cmccracken@co.augusta.va.us)

- Notes: 1. Bids are to include delivery, F.O.B. delivery site in Augusta County.  
2. **EMAIL or FAX** Bids will **NOT** be accepted.
- 

Terms: \_\_\_\_\_% \_\_\_\_\_ days

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

**\*\*\*THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL\*\*\***



## GENERAL TERMS AND CONDITIONS

1. **PRECEDENCE OF TERMS:** In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation, the special terms and conditions shall apply.
2. **CLARIFICATION OF TERMS:** If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidder should contact the Technical person whose name appears on the first page of the Invitation to Bid, no later than five (5) days before the opening date. Any revisions to the solicitation will be made only by addendum, issued by OWNER.
3. **ADDENDA:** In the event there are any addenda, they will be posted to the OWNER's website at [www.acsawater.com/bids](http://www.acsawater.com/bids). It is the Bidder's responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date package.
4. **PAYMENT TERMS:** Payments will be made upon verification of delivery and receipt of materials. All pay requests and supporting documentations must be approved by OWNER and will be submitted for payment in accordance with OWNER's payment policies. Approvals for payment under this procurement will be by the OWNER's designated technical representative, or their designee, as noted on Page 1 of this solicitation.
5. **QUALIFICATIONS OF BIDDERS:** OWNER may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to OWNER all such information and data for this purpose as may be requested. OWNER reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. OWNER further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Bidder fails to satisfy OWNER that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
6. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Bidder in whole or in part without the written consent of OWNER.
7. **ANTI-DISCRIMINATION:** By submitting their proposals, all Bidders certify to OWNER that they will conform to the provisions of the Presidential Order #11246, the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act and that during the performance of this contract, the Bidder agrees as follows:

The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the Bidder. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Notices, advertisements and solicitations placed by or on behalf of the Bidder will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Bidder will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- 8. NONDISCRIMINATION AGAINST FAITH-BASED ORGANIZATION:** In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, the OWNER will not discriminate against faith-based organizations. The bidder also agrees to abide by § 2.2-4343.1 of the Virginia Public Procurement Act.
- 9. MINORITY AND WOMEN-OWNED BUSINESSES:** In accordance with Presidential Executive Orders #12138 & #11625 OWNER actively solicits both minority and women-owned businesses to respond to all Invitations to Bid and Requests for Proposal, and if not already on the Authority's mailing list, you may request application for inclusion on the list. Should you be interested, please contact the Authority at (540) 245-5670 and request information.

Disadvantaged business enterprises (DBE), as defined in 49 CFR 23, shall have equal opportunity to compete for and perform subcontracts which the contractor enters into pursuant to this contract. The contractor will use his best efforts to solicit bids from and to utilize DBE subcontractors or subcontractors with meaningful minority group and female representation among their employees.

- 10. DRUG-FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 11. ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, all Bidders 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 Bidder, supplier, manufacturer or subcontractor in connection with their proposal.
- 12. PUBLIC INSPECTION OF PROCUREMENT RECORDS:** Proposals submitted shall be subject to public inspection only in accordance with Virginia Code § 2.2-4342.
- 13. COSTS OF PROPOSAL PREPARATION:** Any costs incurred by the Bidders in preparing or submitting proposals are the Bidders' responsibility. OWNER will not reimburse any Bidder for any costs incurred as a result of a response to this Invitation to Bid.
- 14. OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for OWNER, including any electronic media, shall belong exclusively to OWNER and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection of this section prior to, or upon submission, of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary to the extent that such protected material is separately packaged and so identified in the Bid Submittal envelope.

**15. CANCELLATION OF CONTRACT:** Unless otherwise specified in the ITB, the OWNER may terminate the resulting contract for its convenience upon thirty (30) days written notice to the Bidder. The Bidder shall not be paid for any service rendered or expense incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of the Bidder's work under this contract.

**16. INSURANCE COVERAGE:**

Unless otherwise specified in the ITB, the Bidder shall maintain the following insurance to protect it from claims under the Workmen's Compensation Act, and from any other claims for personal injury, including death, and for damage to property that may arise from operations under the Contract, whether such operations be by itself or by any subcontractor, or anyone directly or indirectly employed by either of them.

<u>TYPE OF COVERAGE</u>	<u>LIMITS</u>
Workers' Compensation and Employer's Liability including coverage under United States Longshoremen's and Harbor Worker's Act where applicable	Statutory, including Employer's Liability of \$100,000.00 Each Accident \$500,000.00 Disease-Policy Limit \$100,000.00 Disease-Each Employee
Comprehensive General Liability endorsement coverage.	Including the Broad Form C.G.L.
Premises – Operations Bodily Injury Liability and Property Damage Liability Combined	\$500,000 Each Occurrence \$1,000,000 Aggregate
Automobile Bodily Injury Liability and Property Damage Liability Combined covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, non-owned, or hired by the Bidder	\$500,000 Per Accident
Umbrella/Excess Liability	\$1,000,000 Each Occurrence \$2,000,000 Aggregate

The Bidder shall purchase and/or maintain insurance coverage on his tools, equipment and machinery and shall waive subrogation to the OWNER for damage thereto.

The OWNER reserves the right to require insurance of any Bidder in greater amounts provided notice of such requirements is stated in the Solicitation.

**17. OBLIGATION OF BIDDER:** By submitting a proposal, the Bidder covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

**18. UNAUTHORIZED ALIENS:** In accordance with Virginia Code § 2.2-4311.1. Compliance with federal, state, and local laws and federal immigration law requires that the contractor does not, and shall not during the performance of any awarded contract, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

## 19. COOPERATIVE PROCUREMENT

- i. This procurement is being conducted on behalf of the OWNER in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act.
- ii. If approved by the bidder, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The bidder shall deal directly with any public body it approves to use the contract. Failure to extend a contract to another public body will have no effect on consideration of bidder's bid/proposal.
- iii. With the approval of the bidder, any public body using the resultant contract has the option of executing a separate contract with the bidder to add terms and conditions required by statute, ordinances, or regulations, or to remove terms and conditions which conflict with its governing statutes, ordinances, or regulations.
- iv. The OWNER, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the bidder and any other public bodies, and in no event shall the OWNER, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of an OWNER contract. If, when preparing such a contract, the additional terms and conditions of a public body seeking to purchase pursuant to cooperative procurement are unacceptable to the bidder, the bidder may withdraw its consent to extension of the contract to that particular public body.
- v. The OWNER assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the bidder may carry out such notification.

### SPECIAL TERMS AND CONDITIONS

- A. AWARD:** The OWNER reserves the right to reject any or all bids, to waive informalities in any bid, to purchase any whole or part of the items listed in the bid, to make a separate award of each item, a group of items or all items, and to award to other than the lowest bidder if deemed to be in the best interest of the OWNER.
- B. AWARD CRITERIA:** The contract will be awarded to the lowest responsive and responsible bidder whose bid, conforming to the specifications, is most advantageous to the OWNER.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that OWNER shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement. Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that, if the bid from the lowest responsible bidder exceeds available funds, the OWNER may negotiate with the apparent low bidder to obtain a contract price within available funds in accordance with **Terms and Conditions, Item J**, below.
- D. BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for (45) days. At the end of (45) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. BID PRICES:** Bid shall be in the form of a firm lump sum price for the contract period.
- F. MULTIPLE BIDS:** Multiple bids may be awarded in accordance with A. above.

**G. PRICE ESCALATION/DE-ESCALATION:** Prices quoted shall remain firm for one (1) year. Bidders may request a price adjustment for subsequent years of the contract once per year. Price increases may not be greater than the annualized relevant PPI as specified in the Bureau of Labor Statistics (BLS) Producer Price Index or other method subject to the approval of the OWNER. Negative BLS index: If the agreed upon index is a negative number the bidder shall immediately reduce contract rates by the same amount for the duration of the contract year. By submission of a bid, bidder agrees and accepts the terms above for the duration of the contract.

**H. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

<b><u>ITB No 1754</u></b>		
<b><u>Janitorial Services</u></b>		
From: _____ Name of Bidder	<u>December 12, 2017</u> Due Date	<u>2:00 PM</u> Time Due
_____ Street or Box Number		
_____ City, State, Zip Code		
ATTN: <u>Casey McCracken, Purchasing Officer</u>		

The outer (or delivery envelope) should be addressed as directed on Page 2, second bullet of the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence, other than bid documents, should be placed in the inner envelope.

**I. SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the Bidder's performance of this contract shall be repaired to OWNER's satisfaction at the bidder's expense.

**J. NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, OWNER reserves the right granted by Virginia Code § 2.2-4318 to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds OWNER's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by OWNER for this contract prior to the issuance of the written Invitation to Bid. Negotiations with the low bidder may include both modifications of the bid price and other items required to be performed. The OWNER shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by OWNER and the lowest responsive, responsible bidder(s).

**END OF SECTION**

## **ATTACHMENT A SPECIFICATIONS**

### **1. General**

- a. OWNER will receive sealed bids from interested and qualified firms or individuals to provide janitorial services at the facilities and locations listed below.
- b. The Bidder will furnish all labor, supervision, materials, and equipment to perform these services in a way that is satisfactory to the OWNER. The Bidder is expected to professionally conduct the contract operations and to supply generally accepted janitorial services. Each facility shall be staffed to maintain satisfactory conditions of cleanliness. If the level of cleaning at any time is considered to be unsatisfactory to the OWNER, the Bidder will be required to increase staff or take other appropriate measures.

### **2. Contractor Employees**

- a. The Bidder agrees to be responsible for and shall provide general supervision of all its employees working under this contract. All janitorial personnel shall be adequately supervised by one or more supervisors qualified and trained in directing janitorial services of the type and scope as described herein. The designated supervisors shall be available at all times while the work is in progress to receive notice, reports, or requests from the OWNER. A designated supervisor shall make a site visit to each facility while the work is in progress, at least once per week.
- b. The Bidder shall ensure that all its employees abide by the following rules:
  - i. Bidder's employees shall wear an identification badge, provided by the Bidder, while on OWNER premises.
  - ii. Bidder's employees shall be of good integrity and character.
  - iii. Bidder's employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
  - iv. Bidder's employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such loss or damage within twenty-four (24) hours to the contract representative in writing, specifying the location and extent of the loss or damage. Failure to report such loss or damage, as required, may be construed as default of the contract.
  - v. Bidder's employees shall not open drawers or file cabinets. Telephones may be used only in emergency situations.
  - vi. Bidder's employees shall not leave keys in doors. Exterior doors shall not be propped open. Bidder shall not admit anyone into any building or office who is not a designated employee of the Bidder. All doors that were unlocked upon entry will be immediately re-locked. Doors will be re-locked upon exiting.
  - vii. Bidder's employees shall not clean, move or use copy machines or other office machines unless specifically requested by the OWNER.
  - viii. Bidder's employees shall not remove any article or materials from the premises, whatever its value. This is to include the contents of any item in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
  - ix. Bidder's employees shall abide by rules and regulations set forth by the Commonwealth of Virginia, which affect the performance of the work.

- c. The Bidder shall immediately remove from the job and replace any employee who fails to abide by these or other rules established by the OWNER, or who the OWNER otherwise determines to be unacceptable.

### **3. Complaints**

- a. The Bidder shall correct all complaints within a reasonable period. All complaints, both major and minor, shall be investigated within twenty-four (24) hours. Any complaint that cannot be corrected within twenty-four (24) hours or which is considered unreasonable or which cannot be dealt with for reasons beyond the Bidder's control shall be specifically reported to the representative specified in the contract. Uncorrected complaints, if not considered reasonable by the contract representative, shall be cause for any of the following actions to be taken by the OWNER:
  - i. To obtain services from within its own staff or from another available source without prior notice to the Bidder. Costs for these services will be charged to the Bidder.
  - ii. To withhold from any payment due to the Bidder for the month during which services were omitted or unsatisfactorily performed, an amount not to exceed five percent (5%) of such payment, until the complaint is corrected to the satisfaction of the OWNER.
  - iii. To cancel the contract: Notice, if deemed necessary, shall be made by certified mail (return receipt requested) and either received or refused at the office of the Bidder listed in the contract. If action results in cancellation, the OWNER will assess costs or damages due the Bidder. The Bidder will be liable for any damages due from and for any excess costs of obtaining the services for the balance of the original contract period or until such time as a new contract has been established.

### **4. Subcontracts**

No portion of the work shall be subcontracted without prior written consent of the OWNER. In the event that the Bidder desires to subcontract some part of the work specified herein, the Bidder shall furnish the names, qualifications, and experience of its proposed subcontractors. The Bidder shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

### **5. Equipment and Supplies**

The OWNER will provide all toilet tissue, paper towels, trash liners, hand soap, and urinal blocks. The Bidder shall provide all equipment and other necessary supplies (adequate in kind, quantity and quality) for professionally performing all work on this contract. Losses to the OWNER caused by inferior quality equipment or supplies will be reimbursed by the Bidder. All equipment shall be maintained properly and kept in clean condition. The Bidder shall provide sufficient notice to the OWNER to allow time for needed supplies to be replenished.

The Bidder will maintain an onsite file containing Safety Data Sheets (SDS) in compliance with OSHA requirements.

### **6. Utilities**

The OWNER will provide the Bidder with all normal utilities necessary for performing this contract (electricity, water, etc.). The Bidder shall supply all connections to the utilities, such as hoses and electrical cords.

**7. Storage**

The OWNER will provide the Bidder with reasonable storage space for supplies and equipment. Reasonable security to provide against loss will also be provided. The Bidder shall keep all janitorial closets, storage rooms and other space assigned clean, orderly and secured. Exceptions shall be made only with prior written permission from the contract representative.

**8. Confidentiality**

Bidder's employees shall not read or disclose confidential information. All federal and state regulations and statues related to confidentiality shall be applicable to the Bidder and its employees. The Bidder shall have an appropriate agreement with its employees to that effect.

**9. Access to Facilities**

OWNER facilities are open to the public at the hours listed below, with the exception of observance of holidays. It is anticipated that services will be performed before or after normal OWNER business hours. The OWNER will supply the Bidder with access control badges/keys for its employees that will be cleaning the OWNER facilities. The access control badges/keys will provide the employees with entry into the facilities at designed entry points. In addition, keys will be provided to the Bidder to allow access to necessary areas within the facilities. If access control badges and/or keys are lost by the Bidder's employees, the Bidder will notify the contract representative immediately of the loss and a new access control badge and/or key will be provided. The Bidder will reimburse the OWNER for the cost of replacing the access control badge and/or key. If it is decided that re-keying must be done due to the loss of a key, or the misuse of the same, re-keying will be accomplished by the OWNER. The bidder will reimburse the OWNER for all re-keying expenses. Under no circumstances (except for an emergency) shall the Bidder's employees lend access control badges and/or keys to, or open doors for, any unauthorized personnel, including OWNER personnel.

**10. Scope of Work**

a. Main Office

i. Location

1. 18 Government Center Lane, Verona VA 24482. **Augusta County Service Authority only.**
2. Hours of Operation: 8:00AM – 5:00PM, Monday – Friday.
3. Estimated square footage: 11,850
4. 2 bathrooms, 1 kitchen area
5. See attached office layout.

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ii. Daily (as needed)

1. Vacuum all floors, moving light furniture as required.
2. Vacuum all carpeted floor mats.
3. Sweep and/or dust all hard surfaces and tiled floors.
4. Damp mop all hard surface floors.
5. All exterior entrances will be swept and cleared of debris.
6. Empty all wastepaper baskets and trash receptacles, replacing bags as necessary.
7. Spot clean walls, doors, and switch plates as necessary.
8. Bathrooms will be cleaned and disinfected daily. Cleaning will include all sinks, counter tops, floors, commodes, urinals, mirrors, vents, partitions, and chrome fixtures.
9. All chrome and stainless steel will be cleaned daily. This will include all water fountains, kick plates on doors, and any other chrome surface.
10. Keep janitor's area in a neat and orderly condition.
11. Turn off all lights in areas after being serviced, unless otherwise specified to be left on.

iii. Weekly

1. Spot clean interior partition glass and interior door glass in office areas.
2. Spot clean all carpeted areas as necessary.
3. Dust all horizontal surfaces; counter tops, furniture, picture frames, and file cabinets.
4. Dust and/or wipe vertical surfaces of chairs.
5. Clean and sanitize all vinyl covered chairs.

iv. Monthly

1. All blinds, baseboards, light fixtures, artificial plants and door frames will be dusted.
2. All light fixtures and HVAC vents will be cleaned.
3. Clean all wastepaper baskets and trash receptacles as needed.
4. Dust behind doors and all corners (ceiling and floors).

v. Quarterly

1. All glass, including the inside of the windows, in the front lobby area and all offices will be cleaned.

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b. Field Office

i. Location

1. 123 John Lewis Rd, Fishersville VA 22939.
2. Hours of Operation: 7:00AM – 4:30PM Monday – Friday.
3. Building 1:
  - a. 1,275 sf.
  - b. 4 normal sized offices (12'x12').
  - c. 1 larger office with conference room (25'x20').
  - d. 2 bathrooms (12'x8').
  - e. 1 coffee nook (6'x2').
4. Building 2:
  - a. 1,560 sf.
  - b. 5 normal sized offices (12'x10').
  - c. 1 reception area (14'x14').
  - d. 1 small kitchen area (8'x6').
  - e. 2 bathrooms (10'x10').

ii. Weekly

1. Empty all wastepaper baskets and trash receptacles, replacing bags as necessary.
2. Sweep and damp mop all hard surface floors.
3. Bathrooms will be cleaned and disinfected daily. Cleaning will include all sinks, counter tops, floors, commodes, urinals, mirrors, vents, partitions, and chrome fixtures.
4. Clean the coffee and kitchen area. Cleaning will include all sinks, counter tops, and floors.
5. Dust all horizontal surfaces; counter tops, furniture, picture frames, and file cabinets.

c. Additional Locations

- i. If other ACSA owned/operated locations wish to include cleaning services at a later date, a price will be negotiated with the successful bidder of this ITB.

**11. Optional Services**

- a. Occasions will arise when optional services are required. The cost of these services, such as a full carpet cleaning and tile stripping and waxing, will not be included in the base contract or considered in the evaluation of bids. Please include proposed optional services and price as separate line items on attachment A.

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**ATTACHMENT B  
BID SHEET**

(THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL)

Main Office Annual Lump Sum (Based upon 12 months): \$ \_\_\_\_\_

Field Office Annual Lump Sum (Based upon 12 months): \$ \_\_\_\_\_

**Optional Services**

Description	Cost
Full Carpet Cleaning	
Tile Floor Strip & Wax	

\*\*\*THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL\*\*\*

**ATTACHMENT C  
REFERENCES**

(THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL)

The bidder must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. To that end, please provide the following information:

1. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of janitorial service.  
\_\_\_\_\_ years \_\_\_\_\_ months.
  
2. **REFERENCES:** Indicate below, at a minimum, three (3) recent references for whom you have provided this type of janitorial service. Include the date service was furnished and the name and address of the person the Service Authority has your permission to contact.

Date Provided	Client and Address	Contact Person and Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*\*THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL\*\*\*

**ATTACHMENT D**

**AFFIDAVIT OF NON-COLLUSION**

**( THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL )**

**TO THE AUGUSTA COUNTY SERVICE AUTHORITY:**

The undersigned hereby declares that he (it) is the only person (firm) with an interest in this bid being submitted; that it is made without any connection with any person making another bid for this same contract; that the bid is in all respects fair and without collusion or fraud; and that no official or any person in the employ of the Augusta County Service Authority is directly or indirectly interested in this bid or any portion of the profit thereof.

The undersigned also declares that they have carefully examined the Invitation to Bid specifications, all annexed instructions, addenda, and attachments and will provide all the required services and will fulfill all the terms of the bid.

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

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

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

***ADDRESS OF PRINCIPAL PLACE OF BUSINESS:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*\*THIS COMPLETED PAGE MUST BE INCLUDED WITH YOUR BID SUBMITTAL\*\*\***

- ① OFFICE
- ② STORAGE
- ③ CONFERENCE ROOM
- ④ PRINTING/COPY ROOM
- ⑤ BREAKROOM/KITCHEN
- ⑥ RESTROOM
- ⑦ COMPUTER/ELECTRIC

-  TILE FLOORING (no wax)
-  TILE FLOORING (wax)



**AUGUSTA COUNTY SERVICE AUTHORITY  
ADMINISTRATIVE AND ENGINEERING OFFICES  
EXHIBIT FOR CLEANING SERVICES BIDDING  
OCTOBER 27, 2017**

1/16" = 1'