

**DURHAM COUNTY
NORTH CAROLINA**



**REQUEST FOR PROPOSALS
RFP NO. 15-016**

JANITORIAL SERVICES FOR DURHAM COUNTY

**Proposals Due Date:
May 28, 2015
2:00 P.M.**



REQUEST FOR PROPOSALS

JANITORIAL SERVICES FOR DURHAM COUNTY RFP No. 15-016

ISSUE DATE: April 27, 2015

ISSUING DEPARTMENT: County of Durham Purchasing Division
4th Floor / 200 East Main Street
Durham, NC 27701

Proposals will be received until 2:00 P.M., on May 28, 2015, to provide Janitorial Services for Durham County. All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

Anita Satterfield Torian, (919) 560-0741
Purchasing Division
purchasinggroup@dconc.gov

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

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

Firm Name: _____

Date: _____

Address: _____

Phone: _____

By: _____

(Name Typed/Printed)

Phone: _____

By: _____

(Signature in Ink)

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INSTRUCTIONS TO PROPOSERS

1. In order for a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. One (1) original and thirteen (13) copies of each Proposal shall submitted to the Issuing Department. The original Proposal should be marked "Original". The copies must consist of all documents that are included in the "Original" Proposal. No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to thirty (30) double-sided/single-sided pages or less and must be signed by an authorized representative. The letter of introduction, section dividers, detailed Resumés, forms, and dividers are not included in this page limit. Each Proposal should be bound in a single volume with all relevant documentation. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged. The County may elect to require oral presentations after receipt of the proposals.
2. **PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference will be held at 2:00 P.M., on Wednesday, May 6, 2015, located in Durham County Board of Commissioners' Chambers, 200 East Main Street, 2nd Floor, Durham, North Carolina 27701. The purpose of this Conference is to allow all potential Proposers an opportunity to present questions and obtain clarifications relative to this solicitation. While attendance at this Conference will not be a prerequisite to submitting a proposal, all potential Proposers are strongly encouraged to attend and read the entire solicitation in advance.
3. **COMMUNICATION WITH PROPOSERS:** All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to purchasinggroup@dconc.gov. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Anita Satterfield Torian, Procurement Specialist at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 P.M., on May 14, 2015. NO EXCEPTIONS.**
4. **PROPOSAL DUE DATE:** Proposals will be received until 2:00 P.M., on May 28, 2015. Proposals must be mailed or hand delivered to: Durham County Purchasing Division, Attn: Anita Satterfield Torian, 200 East Main Street, 4th Floor, Durham, NC 27701. Proposals shall be dully marked and/or identified with Proposer name, address and RFP number.
5. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
6. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
7. **PERFORMANCE BOND:** A Performance Bond **will not** be required for this project.
8. **JANITORIAL SERVICE BOND:** A Janitorial Service Bond **will be** required for this contract and shall be filled with the executed contract documents and made part thereof within ten (10) days from the date of the contract. The successful bidder(s) shall pay for and provide a Janitorial Service Bond with protection up to \$5,000 per occurrence. The bonding cost is to be included in the proposal prices. For each term contract, the Contractor will furnish a new Bond or extend the previous Bond. This Bond will be in force and effective throughout the life of the contract. This Bond will provide that it shall not be cancelled or be materially changed without thirty (30) days prior notice thereof to the County.

9. **MINORITY AND WOMEN BUSINESS REQUIREMENTS:** Durham County hereby establishes the following goals for the expenditure of funds with Minority and Women Business Enterprise (M/WBE). **Questions concerning M/WBE should be directed to Jacqueline Boyce, Purchasing Manager, at 919-560-0055.**

Industry	Ethnicity/Race/Gender				
	African American	Asian American	Hispanic American	Native American	Women-Owned
Other Professional Services	7.20%	N/A	N/A	N/A	3.55%
Goods/Supplies	N/A	N/A	N/A	N/A	12.05%

Each Proposer shall make good faith efforts to subcontract the established percentage stated with small business concerns, owned and controlled by M/WBEs. The Proposers are required to submit information about participating M/WBEs with their Proposal on the enclosed forms Affidavits A through C. The information shall include the name and address of each M/WBE, a description of the work to be performed by each, and the dollar value of the work to be performed by each. Any Proposer who fails to achieve the indicated M/WBE participation goal stated above is required to provide documentation demonstrating that good faith efforts were made in an attempt to meet the established goal. Any Proposal that does not include M/WBE information and documentation may be considered non-responsive.

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

A person who is a citizen or lawful permanent resident of the United States and who is:

A "Black American"; a person having origins in any of the black racial groups of Africa;

an "Hispanic American"; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race; a "Native American Indian tribe"; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

10. **DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.
11. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, "Sensitive Public Security Information", public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.

12. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.
13. **SITE VISITS** Site Visits will be conducted on Thursday, May 7, 2015 and Friday, May 8, 2015. See Schedule below. While attendance at site visits will not be a prerequisite to submitting a proposal, all potential Proposers are strongly encouraged to attend to determine the ability to perform the work required. As indicated herein, Contractor(s) will be responsible for the complete cleaning of all building areas listed and as such shall properly inform themselves of areas to be cleaned, size of buildings, existing conditions, existing dispensers, etc. Failure to familiarize yourself with the buildings and conditions will not relieve the Contractor of their responsibilities under any contract.

Janitorial Services-Site Visit Schedule				
#	Building	Address	Time	Amt of Time
1st Date-Conducted on foot				
1	Administrative Bldg.	200 E. Main St.	8:45-9:15 AM	30 min
2	Judicial Annex	201 N. Roxboro Rd.	9:20-9:40 AM	20 min
3	Main Library	300 N. Roxboro Rd.	9:45-10:15 AM	30 min
4	Engineering Bldg.	120 E. Parrish St.	10:25-10:35 AM	10 min
5	Adult Probation	119 Orange St.	10:45-11:00 AM	15 min
6	Jail Annex (CJRC & SAP)	326 E. Main St.	11:30-11:50 AM	20 min
7	Human Services Complex	414 E. Main St.	11:55-12:25 PM	30 min
8	General Services	310 S. Dillard St.	12:30-12:40 PM	10 min
9	Courthouse	510 S. Dillard St.	12:50-1:30 PM	40 min
2nd Date-Drive between				
10	North Sheriff's Station	11821 Highway 501 (Roxboro Rd.)	9:00-9:05 AM	5 min
11	North Regional Library	221 Milton Rd.	9:15-9:30 AM	15 min
12	Durham Center Access	309 Crutchfield St.	9:45-10:05 AM	20 min
13	Bragtown Library	3200 Dearborn Dr.	10:15-10:20 AM	5 min
14	Animal Control Bldg.	3005 Glenn Rd.	10:30-10:35 AM	5 min
15	Fire Marshal/Emergency Mgt.	2422 Broad St.	10:45-10:55 AM	10 min
16	Hillsborough Warehouse	4527 Hillsborough Rd.	11:10-11:25 AM	15 min
17	Agricultural Bldg.	721 Foster St.	11:35-11:50 AM	15 min
18	Stanford Warren Library	1201 Fayetteville St.	12:05-12:15 PM	10 min
19	East Sheriff's Station	5323 Wake Forest Hwy (98)	12:30-12:35 PM	5 min
20	East Regional Library	211 Lick Creek Lane	12:45-1:00 PM	15 min
21	South Regional Branch Library	4505 S. Alston Ave.	1:20-1:35 PM	15 min
22	Southwest Regional Branch Library	3605 Shannon Dr.	1:45-2:00 PM	15 min
Site Visits are Rain or Shine.				
Site visits times are approximate. Tours will start at main entrances and proceed from there. Some buildings are small and the tours will be quick, highlighting specific areas. If you are running late, try to catch up.				
Parking downtown can be a challenge. Make sure you are parked in authorized, public parking.				
Park relevant to the first and last addresses we will be touring during the 1st day of site visits. 1st day of site visits will be conducted on foot, walking between locations. 2nd day of site visits will be conducted by driving between locations.				
Private areas will be accessible only during scheduled site visits.				
Proposers are welcome to return to any public building to view only public areas.				
Do not request tours from site occupants outside these scheduled dates & times.				

END OF INSTRUCTIONS TO PROPOSERS

Attachment A

**ADDENDUM ACKNOWLEDGEMENT
RFP NO. 15-016**

Receipt of the following Addendum is acknowledged:

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Signature: _____ Date: _____

Name of Firm

Attachment B

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Durham

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

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

Signature of Proposer

Date

Subscribed and sworn before me,
this ___ day of _____, 20XX

(Seal)

Notary Public

Notary Public
My Commission Expires: _____

Attachment C

EQUAL EMPLOYMENT OPPORTUNITY

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

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

Attachment D

M/WBE FORMS
(Affidavits A-C and Appendix E)

Affidavit A

ATTACH TO BID

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

COUNTY OF DURHAM

Affidavit of _____
(Name of Bidder)

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

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

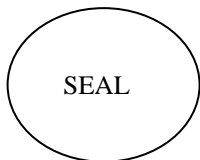
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach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

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



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

Affidavit B

ATTACH TO BID – IF YOU ARE NOT UTILIZING SUBCONTRACTORS

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

COUNTY OF DURHAM

Affidavit of _____
(Name of Bidder)

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

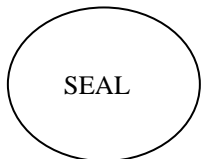
In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and agrees to provide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

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



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

Affidavit C

ATTACH TO BID - IF YOU HAVE M/WBE PARTICIPATION

State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms

COUNTY OF DURHAM

Durham County Goals for M/WBE Participation in the Procurement of Goods, Services and Construction

Industry	African American	Asian American	Hispanic American	Native American	Women-Owned
Construction	2.61%	N/A	N/A	N/A	3.98%
Construction Subcontracting	14.67%	N/A	2.14%	N/A	10.76%
Professional Services (including Architecture and Engineering)	N/A	N/A	N/A	N/A	N/A
Other Professional Services	7.20%	N/A	N/A	N/A	3.55%
Goods/Supplies	N/A	N/A	N/A	N/A	12.05%

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

(Project Name)

Project ID No. _____ Amount of Bid \$ _____

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

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

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

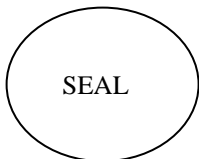
Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



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

Appendix E

MWBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

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

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

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

Date: _____ Approved/Certified By: _____

Name

Title

Signature

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

Attachment E

NO PROPOSAL REPLY FORM

TO: Durham County
Purchasing Division
200 East Main Street, 4th Floor
Durham, NC 27701

PROPOSAL #: RFP No. 15-016

PROPOSAL TITLE: Janitorial Services for Durham County

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

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

- _____ 1. We do not wish to participate in the proposal process.
- _____ 2. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- _____ 5. We do not wish to sell to the Durham County. Our objections are:

- _____ 6. We do not sell the items/services on which Proposals are requested.
- _____ 7. Other: _____

FIRM NAME

DATE

SIGNATURE

PHONE

_____ We wish to remain on the Bidders' List.

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

Attachment F



Vendor Application

IT IS CRITICAL TO THE COUNTY THAT YOU COMPLETE ALL DATA - PLEASE PRINT OR TYPE

(A W-9 FORM IS REQUIRED AND MUST BE SUBMITTED WITH THIS FORM)

1. Proposer Name: _____

Do you require a 1099? Yes ___ No ___

2. Mailing address for payments: _____ 3. Mailing address for purchase orders, proposals and bids: _____

4. Contact Person _____ Phone #: _____

Email address: _____ Fax #: _____

5. In what City and State is your firm licensed? _____

If licensed in NC, indicate County (for tax purposes) _____

6. Indicate your firm's organizational type:

Individual ___ Partnership ___ Corporation ___ Governmental Agency ___ Other _____

7. Is your firm a large business? Yes ___ No ___ 8. Is your firm a small business? Yes ___ No ___

9. Is your firm 51 percent or more owned and operated by a woman? Yes ___ No ___

If yes, with what governmental agencies are you certified? _____

10. Is your firm 51 percent or more owned and operated by a minority? Yes ___ No ___

If yes, with what governmental agencies are you certified? _____

Identify appropriate minority group:

Black American ___ Native American ___ Hispanic ___ Asian/Pacific ___ Asian Indian ___

11. Is your firm incorporated? Yes ___ No ___

12. Is your firm a not-for-profit concern? Yes ___ No ___

13. Is your firm a handicapped business concern? Yes ___ No ___

14. Give a brief description of goods or services your firm provides:

Signature: _____ Title: _____

Print name: _____ Date: _____

If you have any questions concerning this form, call Durham County Purchasing Division - (919) 560-0051.

Return to: County of Durham Purchasing Division or Fax to: 919-560-0057
200 E Main St., 4th Floor
Durham, NC 27701

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Attachment G

**STATE OF NORTH CAROLINA
COUNTY OF DURHAM**

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

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

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

This ____ day of _____, 201__.

Signature of Affiant

Print or Type Name: _____

State of _____

County of _____

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

day of _____, 201__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

Attachment H

SCOPE OF SERVICES JANITORIAL SERVICES FOR DURHAM COUNTY RFP 15-016

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

1. Purpose: The purpose and intent of the Request for Proposals (RFP) is to solicit bids from qualified contractors to establish Janitorial Services contracts for approximately twenty-two (22) Durham County buildings. This service will include all interior areas of the buildings with the exception of mechanical areas and other unauthorized areas.

It is the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Scope of Services and Detailed Janitorial Service Frequency & Specifications is intended to indicate the minimum level of services. All items not specifically included but found to be necessary to properly clean the buildings, shall be included. It is understood that complete and satisfactory service will be provided as required, and would extend beyond the specifications listed. The term "Clean" means the removal from the premises of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. The term "General Area" means conference rooms, lobbies, lounges, restrooms, break rooms, kitchens, and other areas outside personal offices or cubicles. The term "As Needed" refers to the service schedule required beyond the schedule of services listed.

2. Background: For the period of July 1, 2014 and ending June 30, 2015, the County of Durham janitorial services expenditures will be approximately \$951,042.00. This number represented janitorial services for twenty-four (24) Durham County buildings, each having different service schedules. Information particular to each building, which will assist you in determining proposal prices is stated in the Building Information and Proposal Form.

3. Strategic Plan Initiative: In February 2012 Durham County launched its Strategic Plan. It contains five overarching goals and a host of objectives, measures and initiatives that guide the county. Work to be completed under this scope of services aligns with Strategic Goal #2.

Goal 2-Health and Well-being for All: Improve the quality of life through preventive, behavioral and physical care services. Reduce barriers to access services.

4. Term of Contract: The initial term of the contract is from the Date of Award through June 30th, 2016 with the option to renew up to four (4) additional terms in one-year increments (July 1st through June 30th) for a total possible life of five terms (5 years) at the sole discretion of the County. Other than provided herein, service rates will remain firm for the term of the contract, including any renewals.

5. Price Escalation/De-Escalation: Any request for price escalation in future contract years by the Contractor will: 1) only be considered for subsequent terms; and 2) must be submitted at the County's budget request time (by February 5th each year); and 3) must be approved by the County prior to their effective date; and 4) will only be allowed on a pass-through basis (does not result in a higher profit margin than that reflected in the prices awarded in the original proposal.)

The Contractor will be required to provide sufficient documentation to justify the requested price escalation(s). Approval of a price escalation request will be at the sole discretion of the County. Retroactive price increase adjustments will not be considered.

This escalation/de-escalation provision shall be considered to mean and apply to price decreases as well as increases. Price decreases may be considered and implemented at any time during the term of the contract if agreed by both parties.

The County shall make notice of such intent approximately sixty (60) days prior to the expiration of the current term.

6. **Alteration of Work:** The County reserves the right to add, delete, or change specifications as may be necessary or desirable during the contract term. Any such changes shall be subject to Contractor's review and written consent of both parties. Additions and deletions may result in added or deleted cost to the service fee which is in keeping with the original proposal prices.

7. **Invoicing:** Monthly invoicing shall indicate the following:
- The word "Invoice" must be stated at top of billing
 - Durham County's Funds Reservation Number (assigned each contract year)
 - Dates of Service
 - Building Name
 - Service Completed
 - Bill Rate
 - Total
 - MWBE Forms as necessary

Payment authorization will be forwarded to Finance Department the 3rd week of each month, or later depending on receipt.

8. **County Designated Representatives:** **Deborah Booth, Assistant Director of Administration at (919) 560-0432** shall be identified as the County's overall designated representative. Additionally, each site has its own representative the janitorial staff will be responsible to.

9. **Statement of Need:** The Contractor shall provide janitorial services to the County as specified.

- A. **Labor to Meet Contract Specifications:** Contractor is required to provide the necessary Labor hours per month to maintain this contract.
- B. **Additional, Special or Emergency Services:** There are janitorial circumstances which require additional services by the Contractor. The Contractor may be requested on site to perform services outside of the regular schedule, but within scope of services and detailed specifications.

The Contractor will make every effort to accommodate the County's requests for emergency clean up within a reasonable time frame (4 hours). It is typical in these situations for the county to close down or block off an area which requires emergency clean up, until the janitorial staff can address.

Several meeting rooms in county buildings are now rentable to the general public. When janitorial services beyond the normal schedule are required, the janitorial company will be contacted by the Facilities Use Coordinator.

The cost of additional, special or emergency janitorial services outside regular schedule will be based on a fully loaded hourly labor rate requested on the proposal form. A minimum of two (2) hours may be invoiced to the County for additional, special or emergency Services.

Invoices resulting from Additional, Special or Emergency Services require separate billing from monthly invoices.

NOTE: Full carpet cleaning or upholstery cleaning is not part of janitorial services. If the County requires these services, a proposal may be requested from the janitorial service company. (Spot carpet and upholstery cleaning is part of the janitorial scope of services).

10. **Service Schedules:** Janitorial staff becomes a familiar face in the building. Any janitorial request beyond the usual or specified should be brought to Contractors attention for direction and resolution. Janitorial staff are to maintain a professional and courteous relationship, and refrain from unnecessary dialogue with building occupants or developing a personal relationship. Janitorial schedules do not allow for County break areas to be utilized by janitorial staff.

- A. Evening Services: Janitorial schedules vary between the buildings. Unless otherwise noted, evening janitorial service is typically performed after the close of the building operations, between the hours of 5:00 PM and 11:00 PM.
- B. Daytime Services: Due to business operations and security issues, some County locations require daytime services versus evening services. Some janitorial services (i.e. annual floor care, blind dusting, thorough dusting and vacuuming etc.) will still need to be scheduled for afterhours. Contractor and site contacts are to be in communication to complete janitorial services with the least amount of disruption to the general public and business operations.
- C. Day Porter Services: Day Porter Service is requested at several locations. The schedule is determined, and is not to be adjusted by onsite or janitorial staff without written permission. Typically the Day Porter is responsible for “tidy up” and re-stocking service to all public restrooms, keeping entrances clean, special clean ups, and cleaning areas not accessible by the evening janitorial staff. Day Porter Staff must have a contractor provided cellular telephone by which county building occupants can contact. The Day Porter is expected to return phone calls or voice mail messages in a timely manner. Cellular telephone number is to be provided to the County within 30 days of contract execution.
- D. County Holidays: Annually the County is closed for ten (10) to eleven (11) holidays and no janitorial services are required unless requested. For budget purposes, the typical annual 52 week schedule is reduced to an annual 50 week janitorial schedule and should be reflected in proposal prices. The exact holiday dates will be shared with the awarded Contractor(s).

Many of our County buildings are occupied by State employees. The State may run on a different operation schedule than the county, including Holidays. The Contractor is only excused from service on County holiday schedule.

Some County locations/departments will be closed to the public for additional holidays or staff days. If janitorial is typically scheduled on these days, the Contractor should use these days to complete more detailed janitorial specifications such as blind cleaning, upholstery and carpet spot cleaning, etc.

- E. When Durham County is closed, has a delayed opening or closes: When the County is closed, has a delayed opening, or closes due to weather, building or security situation, notification will be made as soon as possible to Janitorial Contractor to relay to their staff. Janitorial employees are expected to make all reasonable attempts to report for duty as scheduled, and except in an emergency, stay on site until their supervisor releases them from duty. If the County or a specific building closes and janitorial is dismissed, invoicing should reflect actual hours worked vs. scheduled hours.

Closing information is typically posted in these 3 locations:
CALLING the Durham County Employee Message Line at (919) 560-0028
VISITING the Durham County Government main page at www.dconc.gov
WATCHING local news stations

- If there is no information posted in these 3 locations, janitorial service scheduling for Durham County Government services will proceed as normal.
- Evening and Day Janitorial services employees are to take direction for changes in schedule from their supervisor.
- If the County closes and Evening or Day Janitorial Staff is dismissed from regular schedule, an invoice credit may be requested.
- When a time is selected for the County to close early, it may take several hours for a particular building to actually end its operations and close the facility (if at all).
- 24 hour County facilities typically do not close.

The Janitorial Contractor is responsible to make contact with sites so there are no misunderstanding in janitorial service schedule.

11. Janitorial Storage Space: The County will assign janitorial closets, as available for the storage of the Contractor's supplies and equipment. Contractor shall keep this space in a neat and orderly condition. The County will not be responsible in any way for damage or loss of the Contractor's stored supplies or equipment or the Contractor's employees' personal belongings brought into the building or stored in unauthorized locations. Only items necessary for the execution of this contract are to be maintained in janitorial closet.

12. Qualifications of Proposers: The County 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 the County all such information and data for this purpose as may be requested. The County reserves the right to inspect the Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Bidder indicates that the bidder is not properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

The County requires the Contractor to have management staff in place to routinely supervise their staff's schedule and performance.

Proposers must have previous experience providing janitorial services in a large facility on a continual basis for the past five (5) years.

The Contractor and assigned personnel shall possess all licenses, insurances and bonds required to provide janitorial services in the State of North Carolina.

The Contractor shall possess a business license from the State of North Carolina.

13. Subcontracting: The Bidder submitting the proposal will be the Prime Contractor. No activities or services included as part of this proposal may be subcontracted to another firm or individual without the prior written approval of the County. Such intent to subcontract should be clearly identified in the RFP proposal. It is understood that the Prime Contractor will be fully liable and responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

14. Parking: The Contractor and their employees are required to park in public designated or legal parking areas only. Janitorial staff does not have access to handicap or County employee designated parking spaces. The County will not be obligated to provide parking for Contractor's staff. The Contractor will have access to unload/load equipment and move their vehicle to legal public designated parking areas. Parking in handicap, County designated parking spaces, on grass, sidewalks, curbs, driveways or in reserved parking areas is not permitted, and subject to towing.

15. Smoking and Drug Free Workplace: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on County property is prohibited.

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs, and;
- Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
- Smokers are prohibited from smoking in, on or around any County building or property, including public spaces such as sidewalks adjacent to County or City facilities, and public bus stops.
- All tobacco use is prohibited on the Human Services property inclusive of the building parking lot.

The Contractor(s) further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County of Durham in addition to any criminal penalties that may result from such conduct.

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16. Security Clearance: The Contractor is responsible for performing criminal history checks on all janitorial staff providing services under this contract. A criminal history will not automatically disqualify janitorial staff from employment on a County contract unless explicitly mandated by law. It is expected the Contractor will individually assess and determine the degree to which the nature of a person's criminal conduct has a direct and/or specific negative bearing on a person's fitness or ability to perform janitorial services in Durham County buildings. Additional background screening may be necessary at specific county buildings.

The Contractor shall provide names of all employees in the janitorial communications log, and to County Representative. This information will be reviewed annually.

17. Visible Identification: While onsite, all of the Contractor's employees including owners and sub-contractors will be required to carry proper visible identification on their persons at all times. Janitorial staff shall dress appropriately, and clearly identify themselves with company uniform, vest, apron, logo etc. No hats should be worn indoors (unless they have janitorial name on them).

18. Process to Request Removal or Reassignment of Janitorial Employee: This may be done at the request of the County or Contractor. Or necessary for any reason-apparent or suspected behavior, unacceptable service work, a conflicting in loco parentis situation, or standard employee rotation by the Contractor.

- All situations are different, they may be abrupt and require added steps (such as immediate removal by security).
- No matter the reason for removal or reassignment, keep a professional and courteous manner throughout the process.
- Be positive and timely in handling.
- Janitorial employees become valued personnel by county staff and a change can create disruption.
- Conversations with janitorial employees are to be done by janitorial Manager/Owner.
- Conversations with county employees are to be done by County staff.

Step One-County and Janitorial Owner to be in communication with each other as soon as possible.

Step Two-As necessary, each to investigate situation and create Incident Report/Written Statement.

Step Three-As necessary, together determine a resolution ASAP.

Step Four-Contractor must be prepared to train replacement personnel, and have control of keys and card access badges.

It is important to note that janitorial employees work and report to the Contractor, not the County. The hours each janitorial staff works is as proposed and regulated by the Contractor.

Janitorial staff are to maintain a professional and courteous relationship, and refrain from unnecessary dialogue with building occupants.

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

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

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

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

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

All unclaimed articles found (i.e. keys, purse) in or about the work areas by an employee of the Contractor shall be immediately turned over to the Site Contact or County Representative.

20. Green Cleaning Program: Durham County is committed to its Green Cleaning program for janitorial services. Our Green Cleaning program was first developed in 2008 as a requirement for LEED designed buildings (Leadership in Energy and Environmental Design). The County's cleaning standards for all locations is intended to comply with LEED for Existing Buildings: Operations & Maintenance (EBOM) which has established requirements for buildings pursuing and maintaining LEED certification.

Green cleaning is defined as cleaning to protect health without harming the environment. Green cleaning is a widely accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitorial staff and the environment a primary concern. Durham County's goal is to eliminate harmful cleaning toxins and minimize resource consumption through product specifications and janitorial procedures. Typically, Green cleaning products have positive environmental attributes (e.g., biodegradability, low toxicity, low volatile organic compound (VOC) content, reduced packaging, low life cycle energy use) and taking steps to reduce exposure can minimize harmful impacts to custodial workers and building occupants, improve indoor air quality, and reduce water and ambient air pollution while also ensuring the effectiveness of cleaning in removing biological and other contaminants from the building's interior. Buying cleaners in concentrates with appropriate handling safeguards, and reusable, reduced, or recyclable packaging, reduces packaging waste and transportation energy.

The County prefers cleaning products that are formulated and certified to meet Green Seal Environmental Leadership Standard for Cleaning Services (GS-42) or the Environmental Protection Agency's (EPA) Design for the Environment (DfE) Program Guidelines. The majority of Green Seal and EPA certified products are purchased through the institutional or business-to-business market.

In today's market there are many products produced which are labeled as Green products, but they are not certified by the two leaders in this movement. Cleaning products labeled with the words green, green preferred, or ecofriendly confuses the consumer. This has been come to known in the industry as "Green washing".

For additional product information see:

Green Seal Environmental Leadership Standard for Cleaning Services (GS-42)
http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2_1_Commercial_and_Institutional_Cleaning_Services.pdf

Green Seal Certified Program
<http://www.greenseal.org/FindGreenSealProductsandServices.aspx>



Environmental Protection Agency's (EPA) Design for the Environment (DfE) Program Guidelines
<http://www.epa.gov/dfe/pubs/projects/formulat/formpart.htm>



Green Product Considerations:

- Product comes in concentrated form
- Packaged in recyclable/reusable container (minimal waste)
- Has a low volatile organic compound level (VOC)
- Fragrance & color free
- All products are to be in original containers, or clearly marked.
- No chlorine, acetone, ammonia, aerosol, corrosive, or other hazardous chemicals allowed.

Green Equipment:

- Vacuum cleaners-HEPA filtration & low noise rated
- Low noise rated carpet extractors and floor machines
- Microfiber mops, wipes, duster cloths etc.
- Dual mop bucket systems
- Dilution and portion control systems

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

Exceptions

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

Green Seal Certified products or the Environmental Protection Agency's (EPA) for the Environment (DfE) certified products are not yet available for all cleaning purposes at this time (such as Gum Remover or Furniture Polish). Additionally, due to the public use of County Buildings, the County identifies the need to use disinfectants and antibacterial products.

A. **Green products are to be used in the cleaning of all locations and applications where disinfectants or antibacterial products are not requested.** Green certified cleaning products are designed to remove surface contaminants like soil particles and grease and are for routine cleaning.

Product examples of available Green Seal or EPA certified products shall include, but are not limited to the following:

- Glass Cleaners-3M Twist 'n Fill #3 Neutral Cleaner, Focus MP 11 Multi-Purpose Cleaner, Betco Green Earth Glass Cleaner.
- Stainless Steel Cleaners-En Solv by Enviro Tech International (also good on plastics), Baking soda and water.
- Upholstery & Carpet Products (For Spot Cleaning)-Utilize manufacturer recommended products, equipment and procedures. PROCYON Plus Carpet & Upholstery Cleaner, HOST Dry Carpet Cleaner, Ecolab Revitalize Cleaner.
- Tile, Stone & Grout Cleaners-Utilize manufacturer recommended products, equipment and procedures. Core HydrOxi Pro, Procyon Tile, Grout and Stone Cleaner, JohnsonWax Stride Fragrance Free.
- Hard Floor Finish-Utilize manufacturer recommended products, equipment and procedures. JohnsonDiversey Aquaria Floor Finish, JohnsonDiversey FrescoMax Low Odor Floor Finish
- Hard Floor Stripper-Utilize manufacturer recommended products, equipment and procedures. JohnsonDiversey Freedom Floor Stripper.
- Bathroom Tissue-Must contain a minimum of 30% post-consumer content. American Paper Eco Green Bathroom Tissue, AmSan Renown Select Universal Bath Tissue, Hillyard Green Select Tissue, Marcal Pro Bath Tissue, Grainger Tough Guy 1-Ply Bath Tissue and Jumbo roll. WausauPaper EcoSoft Green Seal OptiCore Tissue

- Paper Towels (Unbleached or non-chlorine beached)-Must contain 40-100% post-consumer content. American Paper Eco Green Multifold Towels, AmSan, Renown Green Seal Certified Roll Towels, Kimberly Clark SCOTT Multi-fold Towels, Grainger Tough Guy White Multifold Towels, Waxie Sanitary Supply.
- Sanitary Liners-Non-waxed paper liners made with unbleached and/or non-chlorine paper.
- Trash Bags and Can Liners-Which contain 10-100% post-consumer content recycled content, and contain a reinforcement additive made from natural, non-petroleum mineral material. Waxie Sanitary Supply.

B. **Disinfecting products are to be used in the cleaning of all restroom surfaces (fixtures, counters etc.) and on publicly touched surfaces (elevators buttons, hand rails, door knobs, counters etc.).** Disinfecting products have a broad spectrum kill of micro-organisms including HIV, H1N1, MRSA, Rotavirus and more.

Product examples shall include, but are not limited to the following:

- Disinfecting Products-Johnson Wax-Virex TB or Virex 11 256. Products must carry a registration number from the EPA on its label.

C. **Antibacterial hand soap is to be used in all hand dispensers.** Antibacterial soap has an active antimicrobial ingredient added to it that plain soaps do not. Sometimes called antimicrobial or antiseptic soap. This product is thought to assist in killing bacteria, microbes and nonpathogenic bacteria.

Product examples shall include, but are not limited to the following:

- Antibacterial Hand Soap-Sani-Fresh, Kim Care, Kimberly Clark.

D. **The use of bleach or ammonia products are not recommended for any application by janitorial or county staff.**

- Odor control, drain cleaning, mold and fungal removal products (Bleach or Ammonia Alternative)-These products do not require personal protection equipment (PPE). EPA category IV rating which means no "warning" or "danger" labels required.

Product examples shall include, but are not limited to the following:

- Consume (Nature's Way) by Spartan Chemical Company
- Pro-Clean 101 by Protective Coatings Group (PCG)
- Microban by BotaniClean/ProRestore
- Baking soda and white vinegar

When aggressive cleaning of a non-routine nature is required, an outside contractor will be utilized, and the use of required non-green certified or EPA certified chemicals will be limited as not to cause occupants undue discomfort, and work will be completed during non-business hours.

22. **Proprietary Products:** There are a few proprietary dispensers which do not allow for product substitution. The Janitorial Contractor is responsible for refill products.

- Waterless Urinal Cartridges – Changed per manufacturer's recommendation and use.
- Wall Mounted, Metered Air Fresheners-Dispensers & Refills: Steady Freddy Lawson/Drummond Mfg., Timed 60 to 90 days, operates without batteries, no propellants, does not contain VOCs. Powered by hydrogen fuel cell technology. The environmentally friendly solution, noise free with no moving parts and recyclable refill components. Alternate Refill: Rubbermaid Commercial TCell. Refill fragrance refills should be labeled with change date by janitorial contractor. Set timing depending on facility use (I.e. Set to 30 days for primary restrooms).

- Entrance Mats (Black)-Rubber reinforced backing, made from 20%-24% postindustrial recycled materials. Be sure entrance mat backing is suited to surface need (i.e. grips as needed on surface).
- Many locations have their own purchased entrance mats in addition to what the Contractor may be required to provide. These are to be vacuumed by the janitorial contractor.

See Building Information for locations that require entrance mats to be provided by the Contractor. The Janitorial Contractor is to place entrance mats within 30 days of contract. Entrance Mats are to be reviewed annually and replaced by the janitorial contractor if necessary at no additional charge.

23. Safety Data Sheets (SDS): Contain facts about potential hazards of products used by the Janitorial Contractor. The sheets explain to employees and to emergency personnel the best way to use, store and handle the product, but more importantly, how to work safely with the product. The information contained on the SDS, applies to people who are exposed to these products for a prolonged period of time and are not highly pertinent to a visitor or to a person with occasional exposure to the product.

ALL spray bottles and containers are to be marked with name of cleaning product and their use. The site occupants should be able to open the janitorial closet and find a cleaning product that is clearly marked with the SDS name and cleaning purpose.

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

24. Additional Durham County Environmental Policies and Guidelines: The County has adopted several policies and guidelines for its employees and contracted vendors that provide services to the County to follow:

- Greenhouse Gas Emissions Reduction Plan (9/2007)
- Water Conservation Policy (12/2007)
- Environmental Responsibility Expectation Policy for Employees (9/2009)
- Environmentally Preferred Purchasing-EPP (9/2009)
- Durham County High Performance Building Policy (2005)

The County will continue to adopt policies and initiatives which will positively affect our environment.

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

26. Janitorial Safety Training: The janitorial staff is required to be trained to safely and effectively do their jobs. Training provides staff with the right tools and equipment knowledge to properly do their jobs. Janitorial staff works with cleaners and around a host of bacteria and pathogens. It's important to know how to effectively combat germs while keeping yourself safe in the cleaning process. Training ensures that the janitorial staff knows the proper way to clean office areas, bathrooms and other publicly touched surfaces. Janitorial training improves the overall quality of cleaning, improves the janitor's level of safety and creates fewer on-the-job accidents. The Contractor shall be responsible for all employee training and instruction in janitorial cleaning and safety measures considered appropriate.

Training can be achieved through a combination of sources-supplier training, community college courses, and training manuals, watching training videos and on-site training.

Examples of training organizations:

- NC Department of Labor (NCDOL) Occupational Safety and Health Act (OSHA)-Offers a wide selection of training courses and educational programs to help broaden worker and employer knowledge on the recognition, avoidance, and prevention of safety and health hazards in their workplaces. OSHA also offers training and educational materials that help businesses train their workers and comply with the Occupational Safety and Health Act.

- Cleaning Industry Management Standard (CIMS) and CIMS-Green Building (CIMS-GB)-Offers cleaning organizations a certification that is closely tailored to secure points under the LEED for Existing Buildings: Operations and Maintenance (LEED-EBOM) Green Building Rating System.
- International Janitorial Cleaning Services Association (IJCSA)-Offers Janitorial Services Master Certification, Bloodborne Certification, Biohazard Certification, Green Cleaning Company Certification, Chemical Hazards Certification and Customer Service Certification.

Training Requirements:

- The Contractor's onsite supervisor shall be fluent in the English language, and any other language spoken by its janitorial staff. If fluency is in a language other than English, then the Contractor shall provide training to staff in both/all languages.
- Contractor's employees will not place or use mops, brooms, signage or any equipment in traffic areas or other locations in such a manner as to create safety hazards.
- All unsafe working conditions brought to the Contractor's attention must be corrected immediately.
- Contractor's employees shall provide, place, and remove warning signs for wet or slippery areas.
- Contractor must clarify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
- All liquid materials stored in County facilities must be held in original containers and/or clearly labeled. No unmarked containers permitted.
- No unauthorized items, personal objects food or beverages can be stored in janitorial closets.
- Hazardous chemicals or materials will not be maintained on site by the Janitorial Contractor.
- Bloodborne Pathogen, Bodily Fluid Guidelines and Exposure Control Plan (ECP)-The Contractor's staff shall be trained and comply with the Blood Borne Pathogens, Bodily Fluid Guidelines and have an Exposure Control Plan (ECP) to control the hazards of occupational exposure to blood borne pathogens as they pertain to the cleaning, training, and safety for all employees engaged in janitorial services.

Janitorial staff come in contact with body fluids (e.g., feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus), or discarded items (e.g. needles, syringes, condoms, diapers, objects, materials or fluids that may be contaminated with blood). Bodily fluids and secretions do not qualify as regulated waste under the Bloodborne Pathogens Standard, but danger could exist. The greatest risk of infection transmission is through percutaneous exposure to infected blood.

If waste is visibly contaminated with blood, the janitorial staff are required to have Personal Protective Equipment (PPE) (e.g., impervious materials for barrier precautions-gloves, masks, shoe protection, red biohazard bags) and work practices/training in place (e.g., trash technique changes for handling of sharps, trash technique for handling biohazard material) to protect themselves and safely disinfect the area.

One janitorial closet in each building should be designated by the janitorial staff to hold response supplies for the cleanup of blood borne and biohazard spills. Supplies shall meet OSHA recommendations and contain ample supply of biohazard resistant components.

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

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

27. **Keys and Card Access:** Generally all County buildings have card access systems. Keys and card access information required by the Contractor will be furnished by the County to a designated Contractor employee on a custody receipt and shall be returned to the County on demand. The janitorial contractor is required to follow the county's Key Policy. (To be provided to awarded Contractors). Any loss or damage of keys or card access IDs must be reported to the County's designated Representative immediately. Keys are to be made only by the County; no duplication is permitted by outside sources. Should lost or stolen keys or card access badges jeopardize the security of the particular County facility, the Contractor shall be wholly responsible for all costs incurred by the County. Contractor acknowledges that this process could be quite costly. Card Access ID badges are created by scheduling with County Representative (limited hours).

- 28. Security/Intrusion Systems:** County buildings are equipped with intrusion systems. The awarded contractor(s) will be trained and provided codes by site contacts.
- 29. Entrance Doors:** All exiting doors are to remain locked while the Contractor is in the building. Do not hold open exterior doors for any reason. Do not assist entry of anyone except Janitorial Employees, County Employees (with ID), Police, Sheriff, or Fire personnel.
- 30. Emergencies:** Emergencies with water, power, securing exit doors etc. the General Services On-Call Engineer should be contacted. These phone numbers will be shared with awarded contractor(s). Leave a message with a return phone number. When your call is returned, explain the emergency in detail. The On-Call Engineer will determine the necessary response. **Emergency conditions such as Fire, call 911.**
- 31. Reporting Repairs:** The Contractor shall report any repairs needed to site contact via Janitorial Communications Log or other means. (I.e. report broken dispensers, lighting, locks, slow drains etc.)
- 32. Confidentiality:** The Contractor shall protect and keep all material and information which Contractor and/or Contractor's staff may be exposed to confidential including waste materials intended for destruction or removal to a waste disposal site. Any disclosure or unauthorized removal of any information, material or property shall be cause for immediate termination of this Contract. Any liability, including but not limited to attorney fees, resulting from any action or suit brought against the County as a result of the Contractor's willful or negligent release of information, documents, or property shall be borne by the Contractor.
- 33. Contract Compliance:** The County will perform on-going contract monitoring and inspections of the Contractors adherence to the scope of services to ensure that the terms of this agreement, as amended or extended from time to time, are complied with. The Contractor agrees to cooperate with the County in its monitoring process and provide documentation and/or information requested during the term of this agreement for the purpose of monitoring the services provided by Contractor.
- 34. Janitorial Communications Log:** A Janitorial Communication Log will be kept on site at most locations. The use of this log is encouraged by both the Contractor and Building Occupants to leave notes to each other regarding areas that require attention. The Communication Log is not to be used as a substitute for relaying important, emergency or timely information. In these cases the Contractor, Building Contact and/or County Representative should be in verbal communication with each other.
- 35. Response and Resolution:** When requests are noted in the Communications Log, during janitorial inspections or via contact from County Representatives, response and resolution is expected within 3 days, unless otherwise discussed.
- 36. Rates:** The County understands that most janitorial companies have a business formula for determining what to charge. The main factors for estimating the cost of janitorial services, are the scope of work, frequency of cleaning, the age and condition of the facility, square footage, any special considerations, labor costs, supplies, business overhead and profit margin. Contractors typically price based on a square footage rate or on a loaded hourly rate formula.

Legislation passed by the NC General Assembly prohibits the use of minimum wage requirements that were once contained in Durham County's Living Wage Policy. Effective October 14, 2013, contractors were no longer required to pay employees performing services under Durham County contracts more than the state mandated hourly wage.

Durham County believes that the retention of quality janitorial staff is connected to a competitive total compensation package that includes fair and equitable hourly pay rates. Pay rates and benefits provided may vary in your organization depending on employee experience in the industry and their responsibilities within your organization-entry level, mid-level, leads and supervisory positions.

It is important to Durham County that you recruit and hire dependable and qualified employees, so we experience the least amount of turnover and receive service consistency.

The County is seeking to understand the wages and benefits you provide. See Qualifications and Submission Requirements, Tab 3. You will be asked to provide information regarding pay rates and benefits under this Tab.

37. Proposal Form: Each building has its own schedule and service particulars that affects pricing. Information gained during site visit and stated in Building Information will assist in completing the Proposal Form. See BUILDING INFORMATION & PROPOSAL FORM.

While attendance at site visits will not be a prerequisite to submitting a proposal, all potential Proposers are strongly encouraged to attend to determine the ability to perform the work required. As indicated herein, Contractor(s) will be responsible for the complete cleaning of all buildings listed and as such shall properly inform themselves of areas to be cleaned, size of buildings, existing conditions, existing dispensers, etc. Failure to familiarize yourself with the buildings and conditions will not relieve the Contractor of their responsibilities under any contract.

The Proposer is to photocopy the Proposal Form, complete and submit for each building the Proposer is interested in providing janitorial services for.

If a building requires Day Porter Services in addition to Evening Services, the Proposer must submit pricing for both services.

Each column on the proposal form is to be filled in by the Bidder (unless information is established and filled in by the County).

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

Failure to bid lump sum unit prices as requested may be grounds for rejection of the entire proposal as non-responsive.

Note: Annually the County is closed for ten (10) to eleven (11) holidays and no janitorial services are required. For pricing purposes, the typical annual 52 week schedule is reduced to an annual 50 week janitorial schedule and should be reflected in proposal prices.

END OF SCOPE OF SERVICES

Attachment I

DETAILED JANITORIAL SERVICE FREQUENCY & SPECIFICATIONS

It is the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Scope of Services and Detailed Janitorial Service Frequency & Specifications is intended to indicate the minimum level of services. All items not specifically included but found to be necessary to properly clean the buildings, shall be included. It is understood that complete and satisfactory service will be provided as required, and would extend beyond the specifications listed. The term "Clean" means the removal from the premises of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. The term "General Area" means conference rooms, lobbies, lounges, restrooms, break rooms, kitchens, and other areas outside personal offices or cubicles. The term "As Needed" refers to the service schedule required beyond the schedule of services listed.

Additional Notes: Some Durham County Buildings have a substantial amount of interior glass. All interior glass in entrances, main lobbies, sub lobbies, conference rooms and glass on routinely used doors are to be cleaned with Green cleaners to the typical height of 6' or to the closest natural glass break. Glass cleaning of individual cubicles and office windows will be the responsibility of the occupant/department.

Janitorial services do not include the sterilization of laboratories, medical devices, or cleaning of mechanical areas, storage areas and other unauthorized areas.

There are vending areas in many county buildings. The janitorial contractor is responsible for cleaning the exterior of the vending machines and the areas machines are placed.

Durham County buildings are visited by the community and inherently high volumes of janitorial supplies are used in areas accessed by the public.

Each Janitorial Service

Entrance Areas, Lobbies, All General Areas

- Clean under and vacuum all entrance mats.
- Clean glass (up to 6' or natural break) in entrances, lobbies, conference rooms, hallways and general areas.
- Clean and dust tops and sides of accessible surfaces, including all furniture, table tops, cabinets, furniture bases, arms, window ledges, moldings, wall decor, TV's, projection screens, etc. on walls up to 6' in entrances, lobbies, conference rooms, hallways, general areas, stations or desks open to general areas.
- Pull out chairs, inspect under desks for debris and vacuum.
- Organize the chair up to the desk, leaving the chair out enough to keep the arm rests from going under the desk.
- Organize lobby, conference or break room chairs.
- Organize items left on counters and tables.
- Vacuum carpets. Especially traffic lanes, lobbies and entrance mats.
- Sweep and wet mop hard floors.
- Spot clean spills or stains on carpet and upholstery.
- Remove gum, grease or scuffs from floor surfaces.
- Disinfect all commonly touched surfaces (restrooms, elevator buttons, handrails, door knobs, fitness equipment, counters etc.)
- Wipe all clear surfaces to a streak free shine.
- Refill or replace supplies in all dispensers.
 - Hand soap-fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
 - Hand towels-Fill dispensers every service, without packing tight.
- Disinfect all sinks, counters, back splashes, outside of cabinets and appliances, tables, chairs, trash cans and all surfaces. Use sponge scratch pad with disinfectant to get built up debris and scum off of the sinks, faucets and counters. Rinse with water to remove the left over cleaner. Wipe all surfaces to a streak free shine.
- Clean under tables, chairs, corners, behind and around trash cans.
- Remove consumer trash.

Offices and Cubicles:

- Do not disturb any papers or personal property on desks, tables or cabinets.
- Occupants in cubicles or offices are responsible for cleaning and dusting their own desk, file cabinet, bookcases, glass, computer, wall décor etc.
- Dust tops of all cubicle walls.
- Pull out chairs, inspect under desks for debris and vacuum.
- Organize the chair up to the desk, leaving the chair out enough to keep the arm rests from going under the desk.
- Spot clean spills or stains on carpet and upholstery.
- Clean under tables, chairs, corners, behind and around trash cans.
- Remove consumer trash.

Restrooms, Fitness Areas and Locker Rooms:

- Refill or replace supplies in all dispensers.
- Toilet paper-Replace all rolls in dispensers which are below half. If a dispenser has two rolls, make sure at least one roll is new. Any leftover partially used rolls may be left on site (on top of dispenser or in determined location).
- Hand soap-fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
- Wall mounted air fresheners-Change every 60-90 days or as necessary. Contractor is to maintain a service schedule for these products, marking the refill with install dates.
- Hand towels-fill dispensers at every service, without packing tight.
- Waterless urinals require slightly different cleaning techniques. See manufacturer's guidelines.
- Waterless urinal cartridges-Require correct model cleaning products and cartridges for daily, monthly, quarterly and bi-annual service as required by manufacturer. Contractor is to maintain a service schedule for these products.
- Remove feminine liners which have been used and replace with new liner. Open up liner for easier access by patrons. Never re-use feminine liners.
- Clean mirrors.
- Disinfect all fitness equipment surfaces.
- Disinfect all sinks, showers, counters, back splashes, cabinets and all surfaces. Use sponge scratch pad with disinfectant to get built up debris and scum around faucets and soap dispensers. Rinse with water to remove the left over cleaner. Wipe all surfaces to a streak free shine.
- Disinfect toilets using a toilet brush (bowl mop) with disinfectant cleaner on the brush and clean the inside of the toilets. Clean under and around the rim and all the way to the bottom of the inside of the bowl.
- Fixtures-Clean the exterior of all fixtures including surrounding floor and wall areas.
- Disinfect stall doors and partitions, handicap bars, door pulls/pushes, dispensers, baby stations and other commonly touched surfaces.
- Sweep and mop floors thoroughly to include behind toilets, under sinks, behind and around trash cans, doors, edges and corners. Scrubbing as necessary to remove built up dirt.
- Remove consumer trash.

Blood Draw Room and Labs (in specified buildings):

- Janitorial is responsible for all the above requirements.
- Janitorial is not responsible for daily biohazard collection.
- Janitorial is not responsible for the sterilization of medical devices.
- Remove consumer trash.

Trash Removal:

- Janitorial is responsible for the removal of all consumer trash, with the exceptions of tobacco chew or cigarette waste.
- Janitorial is not responsible for collecting recyclable materials from individual offices.
- Janitorial is responsible for moving cardboard from primary collected location(s) to exterior cardboard dumpsters in select locations.

- Janitorial must break down all of their own empty cardboard boxes from supplies, etc. and leave them at designated recycling areas or place in cardboard dumpsters in select locations.
- NEVER put your hand inside a trash container to pull out debris.
- Empty trash cans and return cans back to their original spot (replace liners which are soiled, wet, torn or do not look in perfect condition). Keep extra trash liners in bottom of each trash container.
- Trash bags must never be set on carpet or dragged across any floors. The preferred method would be to take a wheeled trash barrow to the area where the trash is to be collected. While staging trash, set any trash bags on tiled areas in anticipation of leakage. Any leaks must be immediately cleaned up. Make sure the wheels on any trash container are clean and free from debris and do not create “garbo trash trail”.
- Do not put loose trash in the dumpster. All trash is to be in a bag/liner. All bags must be tied and deposited inside the dumpster. Trash left on the ground is unacceptable. If dumpster is full, put your tied bag of trash in your janitorial storage area and immediately call on site representative to report and ask for instructions.
- Trash, cardboard dumpster and compactor doors must remain closed at all times.

Entering into employee cubicles or offices:

- Employees will signal when only trash removal is required by setting their trash can outside of their office or cubicle door. If this is done by the occupant, (whether you have a key/card access or not) do not enter the office space to provide janitorial services.
- If the trash can is not set outside the door or cubicle and you have key/card access, enter to provide janitorial services.
- Some locations utilize a “red dot” system. Doors marked with a red dot on door knob indicate these doors MUST be locked after cleaning (even if the door was not locked upon entry).

Weekly (or as needed)

- Detail vacuum carpet corners, under desks and hard to reach spots in all offices and areas.
- Detail clean hard floor surfaces, corners and hard to reach spots in all offices and areas.
- Clean walls, doors, door frames, light switches etc. in all offices and areas.
- Clean elevator floors, walls, doors, (disinfect) buttons and remove debris from tracks on each floor.
- Disinfect all sinks, counters, back splashes, outside of cabinets and appliances, tables, chairs, trash cans and all surfaces. Use sponge scratch pad with disinfectant to get built up debris and scum off of the sinks, faucets and counters. Rinse with water to remove the left over cleaner.
- Wipe all surfaces to a streak free shine.
- Clean under tables, chairs, corners, behind and around trash cans.
- Additional cleaning and disinfecting of fitness rooms.
- Additional cleaning and disinfecting of locker rooms.

Monthly (or as needed)

- Clean the interior and exterior of all desk style trash containers, and the exterior of all large recycling or other trash containers.
- Blind dusting, if applicable.

Annually

Hard Floor Care

- Floor care is required for all hard floor surfaces-slate, terrazzo, tile, VCT concrete etc., including grout.
- Floors are to be “top scrubbed” removing a layer of finish, dirt and debris.
- Top scrubbing is a green preferred procedure that avoids the use of toxic strippers.
- The floor is then recoated using the manufacturers recommended floor finish sealer (sheen TBD by site).
- Floors are to be maintained with five coats of floor finish.
- Determine correct procedure and product per surface manufacturer.
- Annual services are to be scheduled and completed prior to the end of annual contract (June 30th).

END OF DETAILED JANITORIAL SERVICE FREQUENCY & SPECIFICATIONS

Attachment I

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

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

Tab 1 – Requested Forms

This Tab should include the following forms and information:

- a. One (1) original and twelve (12) hard copies of the entire Proposal,
- b. Signed Proposal Form(s) for the building(s) you would like to provide Janitorial Services for
- c. Addendum Acknowledgement Form
- d. Non-Collusion Affidavit
- e. Vendor Application
- f. W-9 Form
- g. Reference Form
- h. Business License, State of NC
- i. M/WBE Forms:

Affidavits A and C are required to be submitted with your proposal if your company has M/WBE participation.

Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with their own work force. No other Affidavits must be returned.

NOTE: Appendix E is not to be returned with your Proposal. However, this form must be submitted with each pay request for documentation of contract payment to M/WBE's.

In addition to submitting all required forms, Proposer's shall address the following in a letter of transmittal by conforming to the numbering system used below:

Tab 2 – Executive Summary

Provide a brief summary the Proposer understands the Instructions to Proposer's, Special Terms and Conditions, Scope of Services, Detailed Janitorial Specifications, Qualifications and Submission Requirements, and Evaluation and Award Criteria presented in this RFP.

Tab 3 – Corporate Overview

- a. Provide an overview of your organization and include the firm's legal name, mailing address, phone number, fax number and email address and phone number of the firm's Account Manager for this Proposal.
- b. State brief history of the company. (State size of the company and type of organization).
- c. How long has company been in business?
- d. Has company ever done business with Durham County, if so how many years and which locations?
- e. How many employees does your company currently employ? Part time, Full time.
- f. What was your company's annual employee turnover rate for each of the past three years?
- g. The County is seeking to understand the wages you pay employees. Explain what your organization typically pays- entry level, mid-level, leads and supervisory positions.
- h. The County is seeking to understand any benefits you provide employees. Explain the benefits you provide to entry level, mid-level, leads and supervisory positions.

Tab 4 – Approach

- a. State your specific plans and methodology for providing the requested Services specified in this RFP.

Tab 5 – Organization and Staffing

- a. Identify contact person(s) and qualifications of the personnel assigned to this contract.
- b. Account Manager (Specific Person)
- c. On-site Supervisor (Specific Person)
- d. On-site Staff (if known) as represented in labor hours indicated on proposal form.

This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for:

- e. The reasons for subcontracting,
- f. The proposed subcontractor responsibilities, and
- g. Information identifying proposed subcontractor name, location, relevant personnel and experience.
- h. Information to all requested information will be required from proposed subcontractor.

Tab 6 – Qualifications and Experience

Describe your track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to your ability to perform these services.

- a. What is your company's current experience with cleaning government facilities?
- b. What is your company's current "Green" cleaning practice, and can you execute the County's Green cleaning program?
- c. Provide an outline of your employee janitorial and safety training program, and can you execute the County's requests? Provide a list of your employee training requirements.
- d. Provide your understanding of the County's request for all Safety Data Sheets (SDS) and product use in regards to Green, Disinfecting and Antibacterial products required by the county.
- e. Provide County's Reference Form (If sub-contracting is proposed, sub-contractor should also submit County's Reference Form).
- f. Provide a statement describing your company's employee background verification and security clearance requirements.
- g. Provide proposed M/WBE utilization and explanation of involvement in this RFP.
- h. Provide your understanding of the County's process for replacing janitorial staff, and the impact on the Customer.
- i. How do you handle situations when staff does not show up on time or at all or for assigned work? How is the work and service expectations of the County handled?
- j. Do you utilize working Supervisors or do they monitor several cleaning locations? How often do your Supervisors check work completed by staff?

Tab 7 – Conflict of Interest, Litigation

- a. Describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.
- b. Acknowledge any of your employees that are also employed by Durham Sheriff's Office, Durham County or NC State Government.
- c. Describe previous litigation or arbitration in which your company has been involved during the past five (5) years.

Tab 8 – E-Verify

- a. Provide a statement acknowledging your company's understanding of the E-VERIFY statutes.

Tab 9 – Insurance and Bonding Requirements

- a. Provide a statement acknowledging your company's understanding and ability to obtain the insurance and performance bonding requirements of this RFP.

Tab 10 – Pre-Proposal Conference and Site Visit Attendance

While attendance at pre-proposal meeting and site visits will not be a prerequisite to submitting a proposal, all potential Proposers are strongly encouraged to attend to determine the ability to perform the work required.

- a. Did you attend Pre-Proposal Meeting?
- b. Did you attend Site Visits for all the locations you submitted a proposal for? If not, explain why.

Tab 11 – Additional Information

- a. Why, in your opinion would your company be the best choice to be contracted with?
- b. Emphasize any unique aspects or strengths your company has.

Attachment K

EVALUATION AND AWARD CRITERIA

1. Award of Contract

The County reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered, but shall not be the sole determining factor. Once the proposals are ranked and the most responsive, responsible proposal(s) are determined, the County may conduct further negotiations, and/or request presentations to assist in the clarification of contract terms and conditions.

The award of a contract will be made to the most responsive, responsible Proposer(s) taking into consideration the best interests of the County, the quality performance of services to be provided, the conformity with specifications, the time of delivery and service response, the results of the rankings of your proposal by a committee, along with reference checks and/or input from known customers (either past or present), and any other information the County may deem appropriate.

2. Evaluation Criteria

Proposals will be evaluated using the following requested information:

- Tab 1 - Requested Forms
- Tab 2 - Executive Summary
- Tab 3 - Corporate Overview
- Tab 4 - Approach
- Tab 5 - Organization and Staffing
- Tab 6 - Qualifications and Experience
- Tab 7 - Conflict of Interest, Litigation
- Tab 8 – Insurance and Bonding Requirements
- Tab 10 – Pre-proposal Conference and Site Visit Attendance
- Tab 11 – Additional Information

Attachment L

REFERENCE FORM

Proposer: _____ Date: _____
(Indicate if this is Prime or sub-contractor)

REFERENCE 1:

- 1) Company Name: _____
 - 2) Address/County & State: _____
 - 3) Contact Person: _____ 4) Phone Number: _____
 - 4) Email Address: _____
 - 5) Contract Period/Year: From _____ to _____
 - 6) Annual Value of the Contract: \$ _____
 - 7) Square Footage of Contract: _____
 - 8) Scope of Work: _____
-
-
-

REFERENCE 1:

- 1) Company Name: _____
 - 2) Address/County & State: _____
 - 3) Contact Person: _____ 4) Phone Number: _____
 - 4) Email Address: _____
 - 5) Contract Period/Year: From _____ to _____
 - 6) Annual Value of the Contract: \$ _____
 - 7) Square Footage of Contract: _____
 - 8) Scope of Work: _____
-
-
-

REFERENCE 1:

- 1) Company Name: _____
 - 2) Address/County & State: _____
 - 3) Contact Person: _____ 4) Phone Number: _____
 - 4) Email Address: _____
 - 5) Contract Period/Year: From _____ to _____
 - 6) Annual Value of the Contract: \$ _____
 - 7) Square Footage of Contract: _____
 - 8) Scope of Work: _____
-
-
-

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Administration Building	200 E. Main St.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday <u>Day Porter Service.</u> 5 Days-Monday thru Friday 4 hours; 1:00pm-4:00pm	71,535	7	16 RR 75 Fixtures	7 (Contractor typically uses closet on 1st & 4th floor)	200/200	5-4x6 (Main St. Entrance-Grd & 1st Floor-both sides, & Church St. side entrance)

There are specific duties/locations for the Day Porter.
 Only the 5th Floor, IT Dept uses a Communications Log.
 Red dots (stickers) on doors indicate this office Must be locked after cleaning.
 Building has Door Codes that change as necessary.
 Building has eight (8) sets of stairs. Main stairs open from ground to 2nd floor, 2 sets of stairs to BOCC viewing area, 1 set of stairs to underground parking and 4 side stairwells to departments which stay locked.
 (Without a key or card access you can only exit down.)
 Floors are a combination of VCT, Tile, Concrete and Carpet.
 Janitorial square footage includes all stairs, dock and file/storage room across from dock. Janitorial square footage Does Not include mechanical storage, restaurant or underground parking.
 Board of County Commissioners (BOCC) meet several times per month on Monday evenings in 2nd floor chambers.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Administration Building	200 E. Main St.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday						
		<u>Day Porter Service.</u> 5 Days-Monday thru Friday 4 hours; 1:00pm-4:00pm	83 hrs			Included in cost above		

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Adult Probation	119 Orange St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday	10,000	2	6 RR 37 Fixtures	1-Share Mechanical Room	40-50 100	1-4x6 (Inside Reception Area, 1st Floor)

Floors are combination or carpet and VCT.

Janitorial square footage includes back stairs between 1st and 2nd floor.

Durham County/Adult Probation leases just a portion of the 1st floor and entire 2nd floor. The rest of the building is leased by others.

The Landlord (not janitorial contractor) is responsible for main lobby, stairs and elevator.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Adult Probation	119 Orange St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Sty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Agricultural Bldg.	721 Foster St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday	16,740	2	6 RR 24 Fixtures	1	~30 10-50	4-4x6 (2-Front entrance, side Entrances 1-Back Entrance)

Floors are a Combination of VCT, Concrete and Carpet.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Agricultural Bldg.	721 Foster St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday						

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

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Animal Control Building	3005 Glenn Rd.	<u>Daytime Service.</u> (Between 3-5pm) 3 Days-Monday, Wednesday & Friday	3,000	1	2 RR 6 Fixtures	None	20 10-15	None

Floors are a combination of Concrete, VCT and Carpet.

No janitorial closet/space. Only minimal supplies and equipment can be kept onsite.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Animal Control Building	3005 Glenn Rd.	<u>Daytime Service.</u> (Between 3-5pm) 3 Days-Monday, Wednesday & Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Attachment M-Attachment M-Building Information & Proposal Form (Durham Center Access/Alliance Behavioral)
Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Durham Center Access (Alliance Behavioral Freedom House)	309 Crutchfield St.	<u>Evening Service.</u> 4 Evenings-Sunday thru Wednesday (Prefer start time around 3:30pm) Or <u>Daytime Service.</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm	16,320	1	18 RR 60 Fixtures (Inc Showers & Tubs)	3	75/100 (Increases During AA Mtgs)	None

The County is requesting pricing for two different schedules for this location. County to determine which will be selected.

This location operates 24/7 (with Client sleeping areas).

This location requires carpet spot cleaning on an on-going basis. Best to maintain carpet cleaning equipment on-site to handle.

This site employs in-house person to assist with janitorial needs.

Floors are a combination of Tile, VCT, Rubber & Carpet.

Bio hazard collection & boxing completed by Occupants.

Confidentiality agreements required by Janitorial staff.

Site used for Alcoholic Anonymous (AA) Meetings 7 days a week. Group varies in size.

Most cleaning products and the soap used in restrooms (sinks & showers) is provided by site. Janitorial Contractor to augment supplies as necessary.

Large trash cans on wheels, mop buckets, wet floor signs, provided by site may be utilized by Janitorial Company.

Entrance mats to be provided by site, vacuumed and maintained by Janitorial Company.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Durham Center Access (Alliance Behavioral Freedom House)	309 Crutchfield St.	<u>Evening Service.</u> 4 Evenings-Sunday thru Wednesday (Prefer start time around 3:30pm)						
		Or <u>Daytime Service.</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm	83 hrs					

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

_____ Company Name

_____ Date

_____ Authorized Signature

_____ Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Engineering Bldg.	120 Parrish St. (1st floor only)	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday	1,335	1	4 RR 9 Fixtures (1 shower)	1 Share closet near front door	16 10-20	None (Front door opens in, not enough clearance. Site provides a mat further in)

The County only owns this 1st floor space in co-op building.

Janitorial not responsible for building entrance, elevator or stairs.

Floors are a Combination of Sheet Vinyl, Ceramic Tile and Carpet.

Janitorial responsible for placing trash in City provided containers kept in alley.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Engineering Bldg.	120 Parrish St. (1st floor only)	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Fire Marshal/Emergency Mgt.	2422 Broad St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday	3,868	1	6 RR 18 Fixtures	1	10/15	1-4x6 (Back, kitchen door)

Floors are a Combination of VCT (in two newer restrooms only) sheet vinyl and carpet.
Occupancy rate swells during weather and/or disaster events.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Fire Marshal/Emergency Mgt.	2422 Broad St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
General Services	310 S. Dillard St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday	3,978	2	4 RR 12 Fixtures	2	60/5	2-4x6 (Front & Back Entrance)

Floors are a Combination of VCT and Carpet.

Evening janitorial services does not include 1st floor shop areas or offices. Annual floor service does include VCT in 1st floor shop offices.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
General Services	310 S. Dillard St.	<u>Evening Service.</u> 3 Evenings-Monday, Wednesday & Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# <u>does</u> include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Health & Human Services Building (Dept of Social Services & Health Dept)	414 E. Main St.	<u>Evening Service</u> 5 Evenings-Monday thru Friday	242,914	3	51 RR 326 Fixtures	7	795/525	None Entrance doors have built in walk off areas
		<u>DSS Day Porter Service</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm						
		<u>HD Day Porter Service</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm						

Floors are a Combination of Carpet Tiles (All Floors), Concrete (Basement & Stairs), Slate (Public Corridors), Rubber (2 types-Break Rooms, Kitchens, Wellness Center and PH Clinic Areas), Quarry (Single Restrooms) and Porcelain Tile (Multi Restrooms).

Designed to be built in two phases, Phase I includes the Durham County Health Department (health and dental clinics-including children's play areas, pharmacy, lab, administrative offices and support space), satellite services of Lincoln Community Health Center (W.I.C. and Early Intervention Clinics), Alliance Behavioral Center (office area, conference and training rooms) and General Service mail services and building maintenance. Phase II includes Department of Social Services (office areas, conference and training rooms), the Wellness Center (clinic space, exercise equipment, aerobics room and locker room), Veterans Administration and a large 500-seat multipurpose space for community-wide use.

Parking Garage cleaning or trash removal is not the responsibility of Janitorial Contractor, except for keeping dumpster areas tidy after filling.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			<u>Monthly Total Labor Hours</u> (Proposer to determine hours and enter here, if not listed.)	<u>Loaded Hourly Wage Rate</u> (Charged to the County)	<u>Monthly Lump Sum Cost for Wages</u> (Column 1 x Column 2)	<u>Monthly Lump Sum Cost for all non-related labor costs</u> (Supplies, equipment, insurance, bonding, profit etc.)	<u>Monthly Total Lump Sum Amount</u> (Column 3 + Column 4)	<u>Annual Total Lump Sum Amount</u> (Column 5 x 12)
Health & Human Services Building (Dept of Social Services & Health Dept)	414 E. Main St.	<u>Evening Service</u> 5 Evenings-Monday thru Friday						
		<u>DSS Day Porter Service</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm	83 hrs			Included in cost above		
		<u>HD Day Porter Service</u> 5 Days-Monday thru Friday 4 hours; 10:00am-2:00pm	83 hrs			Included in cost above		

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

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

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Jail Annex (CJRC)	326 E. Main St.	<u>Evening Service</u> 5 Evenings-Monday thru Friday	44,780	3	11 RR 39 Fixtures (1 shower)	3	60/80	2-4x6 (1 at each Public Entrance)

Floors are a Combination of VCT, Tile, Concrete (Stairwells) and Carpet.
Large multi-purpose room used for Narcotics Anonymous (NA) Meetings twice a week.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Jail Annex (CJRC)	326 E. Main St.	<u>Evening Service</u> 5 Evenings-Monday thru Friday						

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

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

Attachment M-Attachment M-Building Information & Proposal Form (North Sheriff's Station)
 Durham County Janitorial Services
 Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
North Sheriff's Station	11821 HWY 15/501 N. (North Roxboro Rd.)	<u>Daytime Service</u> Wednesdays	2,079	1	2 RR 6 Fixtures	None	20-40 10	1-4x6 (Main Entrance)

Floors are a Combination of VCT and Carpet.
 Daytime of service to be worked out between Contractor and Site Representative,

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
North Sheriff's Station	11821 HWY 15/501 N. (North Roxboro Rd.)	<u>Daytime Service</u> Wednesdays						

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

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

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
East Sheriff's Station	5323 Wake Forest Hwy. (Hwy 98)	<u>Daytime Service</u> Wednesdays	1,408	1	2 RR 4 Fixtures	None	2/5	1-4x6 (Main Entrance)

Floors are a Combination of VCT and Carpet.

Building is not used on a daily basis. No key provided-Call from entrance (relays to Sheriff's dispatch) and wait for a Deputy to arrive to let Janitorial Contractor in.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
East Sheriff's Station	5323 Wake Forest Hwy. (Hwy 98)	<u>Daytime Service</u> Wednesdays						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Judicial Annex	201 N. Roxboro Rd.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday	22,790	4	15 RR 48 Fixtures	3	34/15-250	2-4x6 (At Front Entrance)

Floors are a Combination of VCT, Tile and Carpet.

1st Floor RR-Built in sink/soap dispensers do not work. Contractor to fill soap dispensers on wall.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
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Judicial Annex	201 N. Roxboro Rd.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Main Library	300 N. Roxboro Rd.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	65,000	3	19 RR 89 Fixtures	2	56/1400	3-6x8 (2 @ Parking lot entrance & 1 @ Main St. entrance) Doors open in, thin style mat which grips on slate is required

Floors are a Combination of VCT, Tile and Carpet.

Building has 3 sets of stairs. Stair doors have alarms on them. See Main Library Staff for keys to dis-arm for cleaning.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Main Library	300 N. Roxboro Rd.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	64 hrs			Included in cost above		

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

Company Name	Date
Authorized Signature	Name (Printed)

Attachment M-Attachment M-Building Information & Proposal Form (East Regional Library)
Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
East Regional Branch Library	211 Lick Creek Ln.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 3 Days-Monday, Tuesday & Friday. 1:00pm-5:00pm	24,800	1	5 RR 29 Fixtures	1	14/580	None Entrance doors have built in walk off areas

Floors are a Combination of Tile, Concrete (in non-public areas) and Carpet.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
East Regional Branch Library	211 Lick Creek Ln.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 3 Days-Monday, Tuesday & Friday. 1:00pm-5:00pm	48			Included in cost above		

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
North Regional Branch Library	221 Milton Rd.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	24,800	1	5 RR 29 Fixtures	1	14/775	None

Floors are a Combination of Concrete, VCT and Carpet.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
North Regional Branch Library	221 Milton Rd.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	64			Included in cost above		

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Bragtown Library	3200 Dearborn Drive	<u>Evening Service.</u> 2 Evenings-Tues & Thurs	1,000	1	2 RR 4 Fixtures	1-Share Mechanical Room	2/100	None Front Door swings in and does not allow for a thick mat

Floors are a Combination of VCT and Carpet.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Bragtown Library	3200 Dearborn Drive	<u>Evening Service.</u> 2 Evenings-Tues & Thurs						

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

Company Name

Date

Authorized Signature

Name (Printed)

Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
South Regional Branch Library	4505 S. Alston Ave.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 4 Days-Monday Tuesday, Thursday & Sunday 1:00pm-5:00pm	26,320	1	5 RR 24 Fixtures	1	15/800	None Entrance doors have built in walk off areas

Floors are a Combination of Rolled Linoleum, Concrete (High Gloss) and Carpet.

Public restrooms have combo paper towel/trash container, but site does not require paper towels to be filled. (occupants to use electric hand dryers).

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
South Regional Branch Library	4505 S. Alston Ave.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	64 hrs			Included in cost above		

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

Company Name

Date

Authorized Signature

Name (Printed)

Attachment M-Attachment M-Building Information & Proposal Form (Southwest Regional Library)
Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Southwest Regional Branch Library	3605 Shannon Drive	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 4 Days-Monday Tuesday, Thursday & Sunday 1:00pm-5:00pm	24,000	1	5 RR 27 Fixtures	1	15/800	None Entrance doors have built in walk off areas?

Floors are a Combination of sheet vinyl, ceramic, cement (in storage areas), cork and carpet (mostly carpet).
 Public Restrooms have electronic water saving urinals (not waterless).

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Southwest Regional Branch Library	3605 Shannon Drive	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 4 Days Monday 9:00am-1:00pm, Tuesday, Thursday & Friday 1:00pm-5:00pm	64 hrs		Included in cost above			

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

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

Attachment M-Attachment M-Building Information & Proposal Form (Stanford Warren Library)
Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Stanford Warren Library	1201 Fayetteville St.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday <u>Day Porter Service.</u> 3 Days-Monday, Tuesday & Friday. 1:00pm-5:00pm	24,000	1	5 RR 27 Fixtures	1	15/800	1-4x6 (Basement/Staff Entrance)

Floors are a Combination of VCT, Concrete, Terrazzo and Carpet.
 Public Restrooms have electronic water saving urinals (not waterless).

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Stanford Warren Library	1201 Fayetteville St.	<u>Evening Service.</u> 5 Evenings-Monday, Tuesday, Wednesday, Thursday, Saturday						
		<u>Day Porter Service.</u> 3 Days-Monday, Tuesday & Friday. 1:00pm-5:00pm	48			Included in cost above		

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

_____ Company Name

_____ Date

_____ Authorized Signature

_____ Name (Printed)

Attachment M-Attachment M-Building Information & Proposal Form (Hillsborough Warehouse)
Durham County Janitorial Services
Building Information

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# does not include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size</u> to be provided by Janitorial
Hillsborough Warehouse	4527 Hillsborough Rd.	<u>Evening Service.</u> 2 Evenings-Tues & Thurs	5,000	1	5/32	1	10-15	None

Floors are a Combination of VCT, Concrete and Carpet.

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Hillsborough Warehouse	4527 Hillsborough Rd.	<u>Evening Service.</u> 2 Evenings-Tues & Thurs						

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

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

**Durham County Janitorial Services
Building Information**

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Janitorial Sq. Ft.</u>	<u># of Floors</u>	<u>Qty of RR/Fixtures.</u> (# <u>does</u> include sinks in other areas)	<u># Janitorial Closets</u>	<u>Daily # of Emp/Guests</u>	<u>Door Mat Qty & Size to be provided by Janitorial</u>
Courthouse	510 S. Dillard St.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday	223,104	9	106/325	11 Janitorial Co. typically uses 2	700/500* Can increase depending on court cases	None Entrance doors have built in walk off areas

Sheriff's Trustee Service Areas-Cleaned by Detention Ctr Trustees and supervised by Sheriff's Office (Janitorial company does not have access to these areas).

Trustees utilize janitorial contractors products and stocking supplies but, use their own equipment.

Day Service Areas-Cleaned by General Services Staff and supervised by General Services Supervisor (Janitorial company does not have access to these areas).

Day Porter utilize janitorial contractors products and stocking supplies, but use their own equipment.

All remaining space the responsibility of PM Janitorial Contractor to clean (except mechanical or closed areas).

Proposal Form

<u>Building</u>	<u>Address</u>	<u>Service Schedule</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>
			Monthly Total Labor Hours (Proposer to determine hours and enter here, if not listed.)	Loaded Hourly Wage Rate (Charged to the County)	Monthly Lump Sum Cost for Wages (Column 1 x Column 2)	Monthly Lump Sum Cost for all non-related labor costs (Supplies, equipment, insurance, bonding, profit etc.)	Monthly Total Lump Sum Amount (Column 3 + Column 4)	Annual Total Lump Sum Amount (Column 5 x 12)
Courthouse	510 S. Dillard St.	<u>Evening Service.</u> 5 Evenings-Monday thru Friday						

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

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

Attachment N-Additional, Special or Emergency Services Hourly Rate Form

	Janitorial Service Hourly Rate
Additional, Special or Emergency Services	

This hourly rate may or may not be the same Hourly Wage Rate used in Proposal Form, Column 2.

Additional, Special or Emergency Services: There are janitorial circumstances which require additional services by the Contractor. The Contractor may be requested on site to perform outside of the regular schedule, but within scope of services and detailed specifications.

The Contractor will make every effort to accommodate the County's requests for Additional, Special or Emergency services within a reasonable time frame (4 hours). It is typical in these situations for the county to close down or block off an area which requires emergency clean up, until the janitorial staff can address.

Several meeting rooms in county buildings are now rentable to the general public. When janitorial services beyond the normal schedule are required, the janitorial company will be contacted. A minimum of two (2) hours may be invoiced to the County for Additional, Special or Emergency Services. Invoices resulting from Additional, Special or Emergency Services require separate billing from monthly invoices.

Company Name

Date

Authorized Signature

Name (Printed)