

City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, South Carolina 29451
843-886-6522

Request For Proposals 2010-03
Weekly Cleaning Service for Public Safety Building

In compliance with the City's Procurement Ordinance, the Isle of Palms, South Carolina is accepting proposals and probable costs to provide once per week cleaning service to the Isle of Palms Public Safety Building located at 30 JC Long Boulevard, Isle of Palms, South Carolina 29451. The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject and all proposals and to waive irregularities.

Those interested shall be expected to provide the following services, once per week, after normal business hours during the week or on weekends:

To clean around the outside entrances to the building and to pick-up any loose trash, papers, or cigarette butts. Clean the inside and outside glass of front and rear doors.

1st Floor- Sweep and mop the 1st floor lobby, thoroughly clean both 1st floor public restrooms and to appropriately disinfect. Sweep and mop the stairwell from the 1st floor lobby that leads to the 2nd floor and to dust accordingly. Wipe down the walls of both elevators then sweep and mop each.

2nd Floor- Sweep and mop the 2nd floor lobby and dust where necessary. To clean the Training Room by cleaning counters, sink, tables, straighten chairs, then sweep and mop the entire room. Enter Fire Department office hallway and clean small bathroom sink and toilet with disinfectant and sweep and mop floor. Sweep and mop the hallway. Gain entrance to Police Department office space and clean front Interview Room, Receptionist Office, Mailroom, and Squad Room, then sweep and mop each. Clean Police Department Break Room, counters, stainless steel hood, stovetop, sink, and refrigerator then sweep and mop. Clean Men's Locker Room, toilet, urinal, sinks, counter, and shower stall with disinfectant. Dust or clean top of all wall lockers then sweep and mop entire floor. Repeat entire bathroom process in Women's Locker Room. Sweep and mop the entire U-shaped Police Department hallway from the lobby entrance to the rear stairwell door. Empty and replace liner in any trash receptacle in any area that has been cleaned. Empty any Recycle Bin and remove from building to nearby Recycle Collection Point.

3rd Floor- Sweep and mop stairwell from 2nd floor lobby to 3rd floor. Clean Rest Room on 3rd floor across from Workout Room. Disinfect sink, toilet and shower stall then sweep and mop. Clean glass and mirrors as necessary in Workout Room.

If any proposed bidders wish to make inquiries or to inspect the premises to be cleaned, they may be directed to:

Thomas Buckhannon, Chief of Police, 843-886-6522 or
Raymond Wright, Assistant Chief of Police, 843-886-6522

Proposals should be submitted to the following:

Linda Lovvorn Tucker, City Administrator
City of Isle of Palms
1207 Palm Boulevard
PO Box 508
Isle of Palms, South Carolina 29451

The deadline for submission is 2:00 P.M. Eastern Standard Time, Wednesday, March 3, 2010. Submissions must be received at Isle of Palms City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina 29451, in a sealed envelope, where they will be opened and read aloud. Sealed envelopes must be clearly marked RFP 2010-03, Cleaning Service Proposal and include one (1) hard copy and (1) electronic copy saved to a compact disc (CD). The City accepts no responsibility of the proposers to verify receipt by the city. Bids must be accompanied by the bid deposit in the form of a bank certified check in the amount of five per cent (5%) of the bid. Deposits will be returned to unsuccessful bidders. The deposit of the successful bidder may be applied to the purchase price.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall be responsible for any failure, misdirection, delay or any error resulting from the selection of any bidder of any particular means of delivery of bids.

Bidders acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (included damages for loss anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes to such bid, or due to the City's acceptance or non-acceptance of the of the bid or the rejection of any and all bids. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all requirements in the RFP have been met.

Respondents must have or be able to procure an Isle of Palms Business License.