

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
JANITORIAL SERVICES

REQUIREMENTS

1. West Virginia Water Development Authority (the Authority) will receive sealed bids for its Janitorial Services until 2:00 PM on Thursday, the 1st day of March 2018, at their office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud. Bids may be delivered to the Authority office or mailed. Contact person is Mr. Randy Lengyel at (304) 414-6500 ext. 104 or emailed to rlengyel@wvwda.org. All bids shall be labeled as follows in the lower left-hand corner of the envelope:

SEALED BID OPENING:

BID OPENING DATE:

TIME:

JANITORIAL SERVICES

THURSDAY, MARCH 1, 2018

2:00 O'CLOCK PM

A pre-bid meeting will be held on Thursday, the 22nd day of February 2018 at 10:00 A.M. at the Authority office located at 1009 Bullitt Street, Charleston, West Virginia 25301. Bidders are not required to attend the pre-bid meeting however it is strongly advised that you attend this meeting.

2. The Authority reserves the right to reject any or all proposals and to waive any informality in the bidding. Withdrawal of bids prior to and subsequent to the bid-opening deadline shall be permitted.
3. A contract shall be awarded to the lowest responsible bidder whose bid and performance meets the requirements of the specifications.
4. The Contractor shall provide all labor, tools, equipment, and safety equipment, supplies and services necessary to provide janitorial services as required at the following location:

The Authority's Office:

1009 Bullitt Street
Charleston, WV 25301

5. The Contractor shall be required to visit the above listed location prior to bidding to note any unique conditions, which may impact the implementation of work with regard to contract requirements contained herein.

6. The Contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the Contract and shall not engage or use services of subcontractors without prior written approval from the Authority.
7. Employees of the Contractor shall conduct themselves in a businesslike and professional manner at all times.
8. The Authority shall be responsible for providing cleaning materials to include hand soap, paper products-paper towels and hand towels for the bathroom, trash bags for the kitchen, offices, and large trash cans, toilet paper and deodorizer for the bathrooms only. The Contractor shall be responsible for providing all other cleaning supplies or equipment necessary. The Contractor shall be responsible for maintaining an adequate inventory and shall requisition supplies provided by the Authority to replenish inventory stock levels. Such requisitions shall be accepted on a semi-monthly basis only.
9. The Contractor shall furnish and maintain in good repair all equipment, including but not limited to mops, brooms, buffers, vacuums, floor shampooer, etc., and any other equipment necessary to perform the services described herein.
10. The Contractor shall not use any product, supplies or equipment, which may be injurious or damaging to the surfaces upon which they are to be applied.
11. Dates and hours for performing janitorial services will be established based on mutual agreement between the Authority and the Contractor. The Contractor shall perform services between the hours of 4:00 o'clock – 6:00 o'clock PM, Monday through Friday, on Saturdays, or Sundays or on holidays subject to the approval of the Authority.
12. The Authority will issue key cards/keys to the selected contractor. The Contractor shall be required to sign for issuance of such key cards/keys and in so doing certifies that duplication, loaning to unauthorized persons, etc. shall never be permitted under any circumstances.

The contractor shall assume liability, for the safekeeping and security of such key cards/keys and shall assume full responsibility for any costs associated with lock replacement or re-keying of the existing locks if the keys are lost, stolen or duplicated.

13. The Contractor shall be responsible for keeping buildings locked while services are performed and shall not permit entrance to any unauthorized persons. Loitering in the building shall not be permitted. Janitorial personnel shall leave the premises immediately upon completion of work. The Contractor shall be responsible for turning off lights and locking all doors when leaving the premises.
14. The Contractor shall not be permitted to open any desks, file cabinets or other record storage areas, and shall not disclose any information regarding the Authority business.

The Contractor or employees shall not use machines such as computers, typewriters, calculators or any other office material or items. Special care should be taken around electrical cords, computers, and printer connections not to bump or damage them.

15. The Contractor shall not use or allow employees to use telephones without prior approval of the Authority.
16. Articles found on the floors, such as pens, paper clips, paper, etc., shall not be considered trash and disposed of. Such items shall be placed on the nearest desk or table.
17. No eating, drinking, or smoking will be permitted in the buildings.
18. The Contractor shall be responsible for any breakage, damage and/or loss of equipment or supplies through negligence resulting from performance of contract duties.
19. The Contractor shall be responsible for advising the Authority Management of any suspicious or unusual items of concern or problems noted while cleaning, e.g., unlocked doors, lights left on, defective plumbing or other maintenance deficiencies, etc.
20. The Contractor shall comply with all safety instructions regarding operation of equipment and to supply and wear protective equipment where necessary. The Contractor shall exercise safety precautions at all times to prevent injury to him / herself or others.

SERVICES TO BE PERFORMED

Services to be performed require that the Contractor perform specified services daily (Monday thru Friday), weekly, quarterly and semi-annual basis. Work hours for such services shall be negotiated with the Authority as described in No. 11 of the Requirements.

1. DAILY AND WEEKLY SERVICES:

Floor	Space ID	Space Description	Floor Type	Include	Vacuum Sweep Mop	Trash	Dust & Desks
1	None	Entry patio	Concrete	Yes	Daily	Daily	N/A
1	100	Storage	VCT	No	-	-	N/A
1	101	Airlock	Stone	Yes	Daily	-	Weekly
1	101	Airlock	Carpet sq	Yes	Daily	-	Weekly
1	101A	Entrance	VCT	Yes	Daily	-	Weekly
1	101B	Stair #1	VCT	Yes	Daily	-	Weekly
1	Stair #1	Stair #1	VCT	No	Weekly	-	Weekly
1	102	Entrance	Carpet	Yes	Daily	-	Weekly
1	103	Public Corridor	Carpet	Yes	Daily	-	Weekly
1	104	Auditor Office	Carpet	Yes	Weekly	Daily	Weekly
1	105	Auditor Office	Carpet	Yes	Weekly	Daily	Weekly
1	106	Electrical closet	concrete	No	-	-	-
1	107	Large Conf room	Carpet	Yes	Weekly	Weekly	Weekly
1	107A	Large Conf room	Carpet	Yes	Weekly	Weekly	Weekly
1	108	Conference room	Carpet	Yes	Weekly	Weekly	Weekly
1	109	Public Hearing Rm	Carpet	Yes	Weekly	Weekly	Weekly
1	109	Public Hearing Rm	Carpet	Yes	Weekly	Weekly	Weekly
1	109A	Public Hearing Rm	Carpet	Yes	Weekly	Weekly	Weekly
1	110	Public Corridor	Carpet	Yes	Weekly	-	Weekly

1	111	Public Corridor	Carpet	Yes	Weekly	-	Weekly
1	112	Public Corridor	Carpet	Yes	Weekly	-	Weekly
1	111	WRR	Ceramic	Yes	Weekly	Daily	Weekly
1	112	MRR	Ceramic	Yes	Weekly	Daily	Weekly
1	113	Private corridor	Carpet	Yes	Weekly	Daily	Weekly
1	114	Coffee Corridor	Carpet	Yes	Weekly	Daily	Weekly
1	115	Unfinished	Concrete	No	-	-	-
1	115	Unfinished	Concrete	No	-	-	-
1	116	Unfinished	concrete	No	-	-	-
1	116	Unfinished	concrete	No	-	-	-
1	117	L.T. Room	concrete	No	-	-	-
1	118	Fire rated exit corridor	Carpet	Yes	Weekly	-	Weekly
1	119	Sprinkler	concrete	No	-	-	-
1	Stair #2	Stair #2	vct	Yes	Weekly	-	Weekly
1	Elev	Elevator	Carpet	Yes	Daily	-	Weekly
2	201	Elevator equipment	concrete	No	-	-	Weekly
2	202	Waiting	Carpet	Yes	Weekly	Daily	Weekly
2	202A	Vestibule	Carpet	Yes	Weekly	-	Weekly
2	202B	Vestibule	Carpet	Yes	Weekly	-	Weekly
2	203	Common corridor	Carpet	Yes	Weekly	-	Weekly
2	204	Conference room	Carpet	Yes	Weekly	Daily	Weekly
2	204A	Hallway	Carpet	Yes	Weekly	-	Weekly
2	205	Conference room	Carpet	Yes	Weekly	Daily	Weekly
2	205A	Hallway	Carpet	Yes	Weekly	-	Weekly
2	206	WRR	Ceramic	Yes	Daily	Daily	Weekly
2	207	MRR	Ceramic	Yes	Daily	Daily	Weekly

2	208	Board room	Carpet	Yes	Weekly	Daily	Weekly
2	209	Janitor storage	concrete	Yes	Daily	Daily	Weekly
2	210	Break room	VCT	Yes	Daily	Daily	Weekly
2	211	Hallway	Carpet	Yes	Weekly	Daily	Weekly
2	212	Office	Carpet	Yes	Weekly	Daily	Weekly
2	213	Office	Carpet	Yes	Weekly	Daily	Weekly
2	214	Storage	Carpet	No	-	-	-
2	215	Office	Carpet	Yes	Weekly	Daily	Weekly
2	216	Office	Carpet	Yes	Weekly	Daily	Weekly
2	217	Office	Carpet	Yes	Weekly	Daily	Weekly
2	218	Office	Carpet	Yes	Weekly	Daily	Weekly
2	219	Office	Carpet	Yes	Weekly	Daily	Weekly
2	220	Hallway	Carpet	Yes	Weekly	Daily	Weekly
2	221	Office	Carpet	Yes	Weekly	Daily	Weekly
2	222	Office	Carpet	Yes	Weekly	Daily	Weekly
2	223	Office	Carpet	Yes	Weekly	Daily	Weekly
2	224	Sub-wait	Carpet	Yes	Weekly	Daily	Weekly
2	225	Storage	Carpet	No	-	-	-
2	225A	Hallway	Carpet	Yes	Weekly	-	Weekly
2	226	Open	Carpet	Yes	Weekly	Daily	Weekly
2	227	Office	Carpet	Yes	Weekly	Daily	Weekly
2	228	Office	Carpet	Yes	Weekly	Daily	Weekly
2	229	Office	Carpet	Yes	Weekly	Daily	Weekly
2	230	Office	Carpet	Yes	Weekly	Daily	Weekly
2	231	Office	Carpet	Yes	Weekly	Daily	Weekly
2	232	Storage	Carpet	Yes	-	-	-
2	233	Office	Carpet	Yes	Weekly	Daily	Weekly
2	234	Office	Carpet	Yes	Weekly	-	Monthly
2	235	Storage	Carpet	Yes	-	-	-
2	236	Office	Carpet	Yes	Weekly	-	Monthly
2	237	Office	Carpet	Yes	Weekly	-	Monthly
2	238	Office	Carpet	Yes	Weekly	-	Monthly
2	None	Deck	concrete	Yes	Weekly	N/A	Weekly

2. QUARTERLY SERVICES SHALL INCLUDE:

- Walls; All ceiling registers and return air grilles shall be dusted and wiped clean (cob webs and wall corners).
- HVAC; All heat convectors, cabinets and wall units shall be dusted and wiped clean.
- Restrooms; Exhaust fans and grilles shall be cleaned to remove lint and dust.
- Kitchen; The contractor shall clean the exterior of all kitchen appliances, i.e., refrigerator, dishwasher and microwave. Clean cabinets and countertops thoroughly.
- Furniture; Damp clean, polish metal, wood parts of all chairs and upholstered furniture.
- Doors; Main entrance glass doors cleaned.

3. SEMI-ANNUAL SERVICES SHALL INCLUDE:

- Floors; Clean, wax and buff all tile floors (stripped and refinished).
- Windows
and
Window
Frames; All window and frame interiors shall be cleaned.

GENERAL SPECIFICATIONS

1. The Contractor shall be required to carry and submit for approval evidence of worker's compensation (WV statutory limits), comprehensive general liability, occurrence basis policy, and errors and omissions insurance in the amount of \$1,000,000, carried with an "A" rated company as rated by Best and Standard & Poors, etc. and licensed to do business in the state of West Virginia. The Contractor shall be responsible for notifying the Authority in writing of any changes in insurance coverage and shall provide renewal certificates as needed.
2. The Contractor has not entered into any collusion with any person in respect to the bid for this contract.

3. Contractors shall be properly licensed for business with the State of West Virginia and City of Charleston and shall be responsible for payment of any and all fees and taxes required by State and local law with respect to this contract. The Authority is exempt from sales tax, and a tax exempt certification will be provided the selected Contractor upon request. **Copies of current State and City Business Licenses shall be provided with the bid.**
4. The contract price shall be a fixed price not subject to increase throughout the contract duration unless the Authority requests a change in the scope of services provided. The Authority reserves the right to increase or decrease the scope of services specified herein by giving the Contractor a thirty (30) day prior written notice. A change in the contract price, whether increased or decreased, shall be negotiated on an hourly rate basis for the work item(s) involved.
5. This contract shall be in effect for a one-year period. The Authority reserves the right to negotiate the contract on an additional year by year basis, up to a limit of two additional years, pending the availability of funding and receipt of an acceptable renewal price. The contract effective and expiration dates shall be determined following the bid opening.
6. The Contractor shall be permitted to use reasonable amounts of electricity and water at no cost, but shall be required to pay for unreasonable usage.
7. The Contractor shall be required to submit with the bid a list of no less than three (3) experience references. Such information shall include the name of the contact person, telephone number, and brief description of work performed for each reference listed. The Contractor shall also provide a list of employees who would be performing janitorial duties inclusive of name, address, hire date, and years of experience performing duties upon the request of the Authority.
8. Invoices for payment shall be submitted on a monthly basis.
9. The Authority reserves the right to terminate the contract for unsatisfactory performance or such other justifiable causes. In the event the Contractor is performing unsatisfactorily, notice of immediate termination shall be given the Contractor in writing. A thirty (30) day prior written notice shall be given of termination for other justifiable causes, e.g., loss or reduction in availability of funding.

10. The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
11. The Contractor shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
12. The Contractor shall indemnify and hold harmless the Authority, its employees and agents for and against any and all liabilities, claims, demands, costs and expenses of every kind and nature, including attorney's fees, arising from injury, death or damage of any person, property or business sustained for any reason resulting or arising from the performance of this contract.
13. In accordance with federal regulations, the Authority requires a drug-free work place. The Contractor shall require all employees sign copies of the notice to honor and abide by the requirements of the Drug Free Work Place Act. Signed copies must be maintained for every employee.
14. Any and all damages to the Authority property shall be repaired equivalent to existing by the contractor at no additional charge to WV Water Development Authority. Prompt notification must be made to the Executive Director of the Authority within three (3) days, except in emergency situations, prior to proceeding with work.
15. The Contractor shall be required to abide by all Federal, State, and/or local regulations with regard to equal employment opportunity.
16. The Contractor shall be required to abide by all applicable regulations established by the Department of Labor with regard to payment of employees, work hours and all other pertinent regulations governing employees.
17. In order to comply with the law and provisions of the Immigration and Reform and Control Act of 1986, the Contractor must verify that all its employees are United States citizens or aliens authorized to work in the United States.

18. No member, officer or employee of WV Water Development Authority, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract that may be issued as a result of this contract.

19. Questions may be directed to Randy Lengyel, at rlengyel@wwda.org, he can also be reached at (304) 414-6500, extension 104.

**WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
JANITORIAL SERVICES**

FORM OF BID

LOCATION	MONTHLY PRICE	EXTENDED PRICE (X 12)
Office Building 1009 Bullitt Street Charleston, WV 25301	\$ _____	\$ _____
	GRAND TOTAL	\$ _____

Our Company can meet all of the requirements, services to be performed, and general specifications listed in the request for bids. If there are any exceptions, please note them in writing and attach to this bid form.

Bid Submitted By:

Company Name _____

Address _____

Phone Number _____

Fax Number _____

E-mail _____

Bidders Name(s) _____

Title _____

Signature _____ **Date** _____

Please attach:

- References**
- Copies of Current State and City Business Licenses**