

# BID REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please email or fax the completed form to the Event Coordinator as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

Bid Number and Title: **2023-02 Bay Creek Park and Civic Center Cleaning services.**

Description: The Town of Edisto Beach is seeking bids for janitorial and cleaning services for the public restrooms and Heritage Building at Bay Creek Park, and the restrooms, auditorium, kitchen, hallways and entry ways at the Civic Center.

Receiving Period: Prior to April 10, 2023, at 2:00 p.m. (Please note that UPS and Fed EX do not guarantee next day delivery before 2:00 pm in this zip code)

Bid Opening: April 10, 2023, 2:00 p.m.

This form is for bid registration only. Please scroll down for additional information.

**BIDDER REGISTRATION  
EMAIL THIS FORM BACK IMMEDIATELY  
pmcelveen@townofedistobeach.com**

Carefully complete this form and fax or email it to the Event Coordinator. You must submit one form for each bid that you are registering for.

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

Contact Person: \_\_\_\_\_

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

City: State: Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

**SEALED BID • DO NOT OPEN**

SEALED BID NO.: 2023-02

BID TITLE: Bay Creek Park & Civic Center Cleaning Services

DUE DATE/TIME: 2:00 pm April 10, 2023

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO: Town of Edisto Beach  
Phyllis McElveen  
Special Projects Coordinator  
2414 Murray Street  
Edisto Beach, South Carolina 29438



**Town of Edisto Beach  
Event Coordinator  
Bid #2023-02**

**Bay Creek Park and Civic Center Cleaning Services**

The Town is seeking bids for janitorial and cleaning services at Bay Creek Park and Civic Center from June 1, 2023, to May 31, 2026.

Sealed bids will be received by the Event Coordinator, **prior to 2:00 p.m. on April 10, 2023.** Bids will be opened at 2:00 p.m., April 10, 2023.

Site visits can be scheduled by contacting Phyllis McElveen. Any questions should be made in writing to Phyllis McElveen via email, hand delivery or emailed by April 3, 2023. Contact information is below.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Bids may be mailed, express mailed or hand delivered to:

**Phyllis McElveen**  
**[pmcelveen@townofedistobeach.com](mailto:pmcelveen@townofedistobeach.com)**  
**(843) 603-0009**

**Mailing Address:**

**Phyllis McElveen,  
Town of Edisto Beach Special Projects Coordinator  
2414 Murray Street  
Edisto Beach, South Carolina 29438**

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## BIDDER INSTRUCTIONS AND GENERAL INFORMATION

**BIDDER INSTRUCTIONS:** To ensure acceptance of this bid, follow these instructions.

**BID DOCUMENTS MUST BE DELIVERED TO THE EVENTS COORDINATOR PRIOR TO 2:00 PM ON THE DATE SPECIFIED. THERE WILL BE NO EXCEPTIONS.**

1. **EXECUTION OF BID:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in black ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **BID OPENING:** It is the responsibility of the bidder to assure that their bid is delivered at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. Bids, which for any reason are not so delivered, will not be considered. **BID SUBMITTAL FORMS USING FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.**  
**NOTE: Bid results will be posted on the Town website [www.townofedistobeach.com](http://www.townofedistobeach.com). Bid files may be examined during normal working hours by appointment.**
3. **TAXES:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of this bid.
4. **MISTAKES:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
5. **INVOICING AND PAYMENT:** The successful bidder shall submit a properly certified invoice to the Town at the prices bid. **An original invoice shall be submitted to the appropriate User Department at 2414 Murray Street, Edisto Beach, South Carolina, 29438.** The vendor shall include the bid number and/or the purchase order number on all invoices. Invoices will be processed for payment when approved by the user department.
6. **CONFLICT OF INTEREST:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the Town or any of their agencies. Furthermore, all bidders must disclose the name of any Town employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches.
7. **WARRANTY:** Unless otherwise specified, the bidder agrees that the services furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Town by any other provision of this bid.
8. **ADDENDUM:** Any changes in the bid shall be made in the form of a written addendum by the User Department. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet must be signed by the bidder and faxed to (843) 869-3855.
9. **LIABILITY:** The vendor shall hold and save the Town, its officers, agents, and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.

10. **PATENTS AND ROYALTIES:** The bidder, without exception, shall indemnify and save harmless the Town and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or non-patented invention, process, or article manufactured and used in the performance of this bid. If the bidder uses any design, device or material covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.
11. **SEALED BIDS:** All bid submittals must be completed and submitted in a sealed parcel. **(DO NOT INCLUDE MORE THAN ONE BID SUBMITTAL PER ENVELOPE. BID SUBMITTAL SHALL INCLUDE ONE (1) ORIGINAL)** the **Original** bid submittal(s) shall be submitted on the forms provided by the Town of Edisto Beach. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.

## **GENERAL INFORMATION**

1. **DEFINITIONS:** The term "Town" means the Town of Edisto Beach, South Carolina, and its authorized designees, agents or employees.
2. **AWARD(S):** The award of this bid shall be based on low bid meeting specifications and other criteria as specifically called out in this document. As the best interest of the town may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the bid form; to reject all bids or waive any minor irregularities or technicalities in bids received. The Town will not accept the bid of vendors or contractors who are delinquent in the payment of taxes, licenses, or any other money due by them to the Town. This solicitation does not commit the Town to award a vendor or to pay for any costs incurred in the preparation of the bid; or to procure or contract for any articles of goods or services. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:

The ability, capacity, equipment, and skill of the bidder to fulfill the contract. Whether or not the bidder can fulfill the contract within the time specified, without delay or interference. The character, integrity, reputation, judgment, experience, and efficiency of the bidder. The previous and existing compliance by the bidder with laws and ordinances relating to the contract. The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services. The quality, availability and adaptability of the suppliers or contractual services to the particular use required. The ability of the bidder to provide future maintenance and service, as required or needed. The number and scope of conditions attached to the bid. Whether the bidder has failed to fully perform prior contracts to the Town's satisfaction, or is past due, delinquent, or owes the Town any money of any type.

3. **NON-CONFORMANCE TO BID CONDITIONS:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
4. **ASSIGNMENT:** Any contract issued pursuant to this bid and the monies which may become due herein is not assignable except with the prior written approval of the Town Administrator.
5. **DISPUTES:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department director shall be final and binding on both parties.

6. **PLACING OF ORDERS:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Department.
7. **PRECEDENCE:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.
8. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Town Administrator shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
9. **TERMINATION/SUSPENSION:** The Town Administrator reserves the right to terminate or suspend the award of this bid, in whole or in part, when it is in the best interest of the Town to do so. The Town Administrator will notify the vendor, in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension. If the User Department determines that the performance of the vendor does not comply with the bid requirements, the division may:
  - a. Immediately suspend the work; and
  - b. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) days of notification.
10. **SPECIFICATIONS:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
11. **UNAUTHORIZED ALIEN(S):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Town shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the Town.

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If your company wishes to avail themselves of this program, you can register online for E-Verify at <https://www.vis-dhs.com/EmployerRegistration>, which provides instructions for completing the registration process. At the end of the registration process, you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between you as the employer, the SSA, and DHS. An employee who has signatory authority for the employer can sign the MOU. Employers can use their discretion in identifying the best method by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) or contact USCIS at **1-888-464-4218**.

12. **ANNUAL APPROPRIATIONS:** The vendor acknowledges that the Town, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction

of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Town's performance and obligation to pay under this agreement is contingent upon annual appropriation.

13. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.



## **SPECIAL INFORMATION**

- 1. CONTAMINATION:** Any equipment that is leaking fuel, lubricant, coolant, hydraulic fluid or any other hazardous material shall immediately be repaired by the Contractor to stop the leak. The Contractor shall clean up and dispose of any leaked fluids according to all applicable laws, ordinances, rules and regulations within 24-hours of occurrence. All repairs, removal, clean-up and/or disposal shall be at no cost to the Town.
  
- 2. INSURANCE:** The Contractor is responsible for procuring and maintaining for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. A Certificate of Insurance evidencing referenced coverages is to be submitted to the Town of Edisto Beach prior to being awarded any business. See attached Certificate of Insurance request for minimum insurance requirements.
  
- 3. SAFETY:** The Contractor is responsible for providing for the safety of all Contractor's or subcontractors personnel working in the Project Area.
  
- 4. INVOICE PAYMENTS**  
By signing and submitting an invoice the Contractor certifies that all work and/or materials have been completed in accordance with the Bid Documents.

**CLEANING CONTRACT**  
**&**  
**BID SPECIFICATIONS**

**General Qualifications for Contract Recipient**

- a. A detailed, written statement is required of all bidders setting forth commercial cleaning experience, past and present, with a list of at least five references (three of whom currently employ you/your firm).
- b. Possess proof of performance bond in the amount of \$10,000 minimum covering all who would work in the town buildings.
- c. Possess proof of general liability insurance coverage with \$100,00 limit to cover damage to building or furnishings caused by cleaning company employee(s) and workman's compensation insurance to cover cleaning company employee(s) in case they are hurt.
- d. Possess all cleaning implements and cleaning products necessary to meet the enclosed specifications for cleaning. All cleaning products must be preapproved by the Town. The town will provide soap for dispensers and paper products.

**Further Understandings**

A contract will be awarded which contains the following provisions:

- a. The first 60 days of the contract will constitute a trial period for the cleaning company. At the end of 60 days the Town may wish to make adjustments and/or modifications which will be negotiated concerning the contract terms.
- b. The Town or the cleaning company may cancel the terms of the cleaning contract with no penalty with 30 days written notice.
- c. Building security shall be always maintained. All contract awards will be subject to background checks including personnel hired by the company.
- d. The Town reserves the right to extend this contract for two additional one (1) year terms or portions thereof. The total contract duration, with extensions, shall not exceed five (5) years. The Contractor shall respond within fifteen (15) days following the receipt of the Town's request for extension.

NO UNAUTHORIZED PERSONS WILL BE ADMITTED INTO THE BUILDING AT ANY TIME.

**THE TOWN RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

## SCOPE OF WORK

The Town of Edisto Beach will contract with a cleaning company to maintain the restrooms for a 3-Year term with an option for 2 additional one-year terms. The total contract price for regular maintenance cleanings will include approved cleaning supplies.

This contract will include the following schedules for the Civic Center and the Bay Creek Park:

## CIVIC CENTER

### Normal Cleaning Responsibilities

*January through December*

**Weekly:**

Sweeping hallways, auditorium foyer, and entrances.  
Check entry doors (metal and glass areas) for smudges, smears and clean as needed.

**Every other week:**

Sweeping and mopping of hallways, entrances, auditorium foyer and kitchen.  
Blow/sweep front deck and side porch entry way.

**Once a month:**

Dust/clean all window seals in auditorium foyer.  
Sweep/mop exterior entrance cement area

### CIVIC CENTER RESTROOMS:

**Twice weekly:**

Emptying of wastebaskets and feminine hygiene containers.  
Disinfecting of toilets and urinals, inside and outside of each fixture.  
Restock toilet paper, paper towels, and soap as needed (TOEB will provide).  
Cleaning of entry door, walls, partitions, partition doors, mirrors, fixtures, light switches, paper towel holders, soap holders (where applicable) of all visible smudges, marks, and stains.  
Sweeping and mopping of bathroom floors.  
Report any damage or uncleanable place/equipment located in restrooms.

### CIVIC CENTER AUDITORIUM:

**Weekly:**

Sweep

**Every other week:**

Sweeping and mopping of Auditorium

**Once a month:**

Sweeping and mopping of stage area and steps  
Dust/clean all window seals.

### CIVIC CENTER EDISTO ROOM:

**Every other week:**

Sweeping and mopping of Auditorium

**SPECIAL CLEAN FOR EVENTS WILL BE ADDED AS NEEDED AND WILL INCLUDE SWEEPING, MOPPING, CLEANING AND OTHER REQUIREMENTS TO BRING SPECIFIC AREA OF BUILDING BACK TO THE NORMAL STATE.**

## **BAY CREEK PARK – Heritage Building & Restrooms**

**Cleaning Responsibilities will change according to the months.**

### **BCP RESTROOMS:**

***April – October will be twice weekly.***

***November – March will be weekly.***

Emptying of wastebaskets and feminine hygiene containers.

Disinfecting of toilets and urinals, inside and outside of each fixture.

Restock toilet paper, paper towels, and soap as needed (TOEB will provide).

Cleaning of entry door, walls, partitions, partition doors, mirrors, fixtures, light switches, paper towel holders, soap holders (where applicable) of all visible smudges, marks, and stains.

Sweeping and mopping of bathroom floors.

Report any damage or uncleanable place/equipment located in restrooms.

### **HERITIAGE BUILDING:**

***April – October will be twice weekly***

***November – March – will be every other week.***

Sweep inside of building and cement covered area.

***April – October – will be weekly***

***November – March will be every other week.***

Mop inside of building

***Year round - monthly:***

Dust off interior walls, windows, garage doors, porch fans, single door building light fixtures.

Remove cobwebs/dust from baseboard areas.

**SPECIAL CLEAN FOR EVENTS WILL BE ADDED AS NEEDED AND WILL INCLUDE SWEEPING, MOPPING, CLEANING AND OTHER REQUIREMENTS TO BRING SPECIFIC AREA OF BUILDING BACK TO THE NORMAL STATE.**

### **Additional Information:**

- ***ALL PROPOSALS SHALL BE VALID FOR 90 DAYS.***

**By signing this proposal, contractor certifies site visit, verifies site conditions and dimensions, and is responsible for the complete work pertaining to site conditions. It is the responsibility of the contractor to verify any quantities provided by the Town.**

**TOWN OF EDISTO BEACH  
CERTIFICATE OF INSURANCE REQUEST**

In accordance with your agreement with the Town of Edisto Beach, a Certificate of Insurance evidencing the below referenced coverages is to be submitted to the Town of Edisto Beach prior to any services being performed.

The Certificate of Insurance must evidence the following coverages, and/or terms and conditions (these are minimum requirements) as marked below:

- X Provide a Cancellation Clause giving 30 days prior written notice in the event of cancellation, non-renewal or material change in policy.
- X Name the Town of Edisto Beach as Additional Insured.
- X An Insurance Company Rating Classification of A+, A or A- (Excellent) with financial assets of at least \$100 million.
- X **General Liability** – Commercial General Liability Limit for bodily injury, personal injury and property damage \$1,000,000 per occurrence; \$2,000,000 aggregate other than products/completed operations. \$2,000,000 aggregate for products/completed operations.
- X **Workers' Compensation and Employers' Liability** – Workers' Compensation limits as required by the laws of the State of South Carolina and Employers' Liability limits of \$100,000 per accident.
- X **Automobile Liability** – \$1,000,000 combined single limit per accident for bodily injury and property damage.
- X **Umbrella Liability** – Combined Single Limit for bodily Injury, Property Damage, Personal & Advertising Injury of \$5,000,000 including Products/Completed Operations and Contractual.

**Professional Liability** – Limit of Liability per claim \$1,000,000.

**Certificate Holder should read:**

**For the Civic Center:** Certificate holder should read the Edisto Beach Civic Center, Town of Edisto Beach, Colleton County and Colleton County School District, including their agents, assigns, and contracted agents, as insured's.

**For Bay Creek Park:** Certificate holder should read Town of Edisto Beach, 2414 Murray Street, Edisto, SC 29438

Certificate of Insurance should be emailed to [psaunders@townofedistobeach.com](mailto:psaunders@townofedistobeach.com) or faxed to 843-869-3855 and follow with original mailed or hand delivered to Patty Saunders, Town of Edisto Beach, 2414 Murray Street, Edisto Beach, SC 29438

**BID SHEET**

**BID NO. 2023-02**

**BID TITLE: Bay Creek Park and Civic Center Cleaning Services**

WEEKLY CLEANING BID \_\_\_\_\_

\_\_\_\_\_

SPECIAL EVENT CLEANING BID \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Authorized Representative

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**By signing this I, \_\_\_\_\_ certify I have performed a site visit, verified site conditions and dimensions, and am responsible for the complete work pertaining to site conditions. It is my responsibility to verify any quantities provided by the Town.**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print**

**Addendum Sheet**  
**BID NO. 2023-02**  
**BID TITLE: Bay Creek Park and Civic Center Cleaning Services**

CONTRACTOR: \_\_\_\_\_  
Authorized Representative

ADDRESS \_\_\_\_\_

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TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

The Bidder acknowledges receipt of the following addendum by signing and dating below.

<b>Addendum No.</b>	<b>Date</b>	<b>Signature</b>