



Request for Proposals

Please be advised that I-CARE, Inc. is seeking proposals for commercial cleaning services to be performed at its administrative offices located at 1415 Shelton Avenue, Statesville, NC. Those submitting proposals must have commercial liability insurance. The contract award will be effective as of May 1, 2018 and valid through May 1, 2019 provided performance expectations are met and funds continue to be available. The award may also be renewed for up to five (5) additional years at the discretion of the Executive Director.

Any parties interested in providing cleaning services are invited to forward proposals no later than **5:00 p.m., Friday, April 6, 2018**. Proposals may be hand delivered to the address above or mailed to:

**I-CARE, Inc.
POB 7049
Statesville, NC 28687
Attn: Bryan Duncan, Executive Director**

Proposals submitted after the deadline will not be considered. The contract award will be announced by Monday, April 23, 2018. Proposals will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure that quality workmanship is performed.

I. Each bidder must submit a written proposal that includes:

1. A monthly cost for the performance of the services listed below in II. Reimbursement for invoiced services will be made within 30 days following the end of the month services are rendered.
2. The bidder's experience and background (see page 3)
3. Two (2) Business references (see page 3)
4. Any other information bidder deems relevant (optional)

II. The service expectations include:

- A. Twice weekly (Tuesdays and Fridays) cleaning of the entire I-CARE, Inc. offices including:
 - File/meeting room, board room, and reception areas (3 rooms) – mop floors, clean surfaces, clean and disinfect water fountains, vacuum carpets
 - Empty all garbage and recycling bins, replace trash bags
 - Place garbage and recycling in appropriate storage container located outside of building
 - Bathrooms (2) – mop floors, dust, clean and disinfect fixtures (sinks and toilets) and surfaces, clean mirrors, refill tissue dispensers
 - Hallways, entrances and exits – dust, mop floors, vacuum rugs
 - Staff breakroom– mop floor, clean and disinfect fixtures, surfaces and appliances, dust
 - Common work areas (Copy room) –dust, mop floor and clean surfaces
- B. Vacuum/mop floors, clean surfaces, dust individual (8) offices weekly (including window sills)
- C. Clean glass doors inside and out weekly
- D. Clean and disinfect inside of refrigerator once per month

E. Annually:

- clean windows inside and outside
- steam clean all carpets
- clean light fixtures
- clean air return vents
- wax floors and remove scuff marks where appropriate
- wash walls and doors where needed

Questions can be forwarded to Bryan Duncan, Executive Director at 704-872-8141 or emailed to: bryan.duncan@icare-inc.org. An office tour pertinent to this proposal may be provided upon appointment. Please notify Mr. Duncan by Friday, March 16, 2018 if a tour is desired. Interested parties may still submit a proposal if they do not attend the tour.

Please note:

1. To protect confidentiality, all cleaning staff working at the Agency's office will be required to sign our Confidentiality Policy regarding the Agency's clients and files.
2. All work must be performed outside of regular business hours which is Monday-Friday, 8:00 a.m. to 5:00 p.m.
3. Insured and bonded respondents preferred
4. Respondents who have been debarred from receiving federal funds will not be considered
5. Minority-owned and female-owned business enterprises are encouraged to apply

By inviting a proposal, I-CARE, Inc. makes no commitment or obligation to the respondents in any way, specifically no obligation to enter into any contract as a result of this RFP. In particular, I-CARE, Inc. shall in no event be responsible for any costs incurred in the preparation and submission of a proposal in response to this RFP.

Janitorial Business Profile

Please complete the following information that pertains to your business and experience doing janitorial work:

Business Name	
Owner's Name	
Business Address	
Telephone/Email	
Company Structure	<input type="checkbox"/> Proprietary <input type="checkbox"/> Corporation
Years in Janitorial Business	
State/Federal Tax ID	
References	1. 2.
Any relevant licenses/certifications	
Janitorial-related equipment owned	
Liability Insurance Company	_____
Bonded	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$_____

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