



CONTRACTUAL DOCUMENTS

**GEORGETOWN COUNTY WATER & SEWER DISTRICT
GEORGETOWN, SOUTH CAROLINA
2025**

**JANITORIAL SERVICES FOR FACILITIES LOCATED IN PAWLEYS ISLAND,
LITCHFIELD AND GEORGETOWN, SC**

**MANDATORY PRE-PROPOSAL CONFERENCE AT 1:00 PM ON JULY 24,
2025**

PROPOSALS DUE AT 2:00 PM ON AUGUST 12, 2025

TABLE OF CONTENTS

1. Request for Proposals
2. Scope of Services
3. Instructions for Proposers
4. Technical Specifications
5. Cost Proposal Form
6. References
7. Notice of Award
8. Agreement
9. Checklist for Proposal Package

REQUEST FOR PROPOSALS

PROJECT: Janitorial Services for District Facilities in Pawleys Island and Georgetown

OWNER: Georgetown County Water and Sewer District
4145 Highmarket Street
P.O. Box 2748
Georgetown, SC 29442

RECEIPT OF PROPOSALS: Sealed proposals for professional janitorial services will be received until 2:00 PM on Tuesday, August 12, 2025

OWNER'S RIGHTS: The District reserves the right to waive any informalities in the proposal process and to reject all proposals if it is in the District's best interest to do so. Unless all bids are rejected, the contract will go to the highest scoring, respondent, based on evaluation criteria as described herein.

SCOPE OF SERVICES

1. Purpose

The purpose of this Request for Proposal is to enter into a contract with a qualified firm for providing Janitorial Services at the Facilities of Georgetown County Water and Sewer District, located in Pawleys Island and Georgetown, South Carolina, in accordance with the terms and conditions of the Request for Proposal.

2. Supplies

The Contractor shall furnish all supplies necessary for the work of this contract. The District will supply paper towels, toilet tissue, and trash bags.

Products must meet the criteria outlined in the Technical Specifications. The District reserves the right to restrict use of objectionable products and require substitute material as needed.

3. Equipment

The Contractor is to furnish all equipment in sufficient quantity to provide the proper cleaning. Equipment must be kept in a clean and orderly state of operation. The Contractor will have use of storage space, but it is the Contractor's responsibility to keep the areas in a safe, clean, and orderly condition at all times.

4. Quality of Workmanship

All work shall be quality work performed according to the standards of the industry, and to the complete satisfaction of Georgetown County Water and Sewer District. The Contractor shall provide sufficient staffing for the satisfactory performance of this work at the frequencies and within the time frames specified.

5. Cleaning Frequency

Janitorial Services, except outside work, or work performed on Saturdays, Sundays and Holidays, shall be performed between the hours of 5:15 pm and 7:00 am. No work shall be performed during normal business hours without the express consent of the Contract Manager. From time to time, it will be necessary to adjust work schedules to accommodate meetings that will be held at the Administrative Offices.

The District observes the following holidays annually. Specific office closing times will be provided in the Contract Agreement.

ANNUAL HOLIDAYS:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Veterans Day
Thanksgiving Day and the day after
Christmas – 2 days as specified

INSTRUCTIONS TO PROPOSERS

1. Pre-Proposal Conference

- 1.1. A **MANDATORY** pre-proposal conference will be held at the Georgetown Administration Building located at 4145 Highmarket Street, Georgetown, on Thursday, July 24th, 2025 at 1:00 PM. The purpose of the pre-proposal conference is to give potential Proposers an opportunity to ask questions and obtain clarification about any aspects of this Request for Proposal. Failure to attend this pre-proposal conference will deem the candidate unresponsive.
- 1.2. A **MANDATORY** walk through of the facilities will begin at the conclusion of the pre-proposal conference.

2. Contract Period and Renewal:

- 2.1. The contract period will be for a twelve-month period, beginning September 1, 2025.
- 2.2. The District reserves the right to renew this contract for two (2) additional years, one (1) year at a time. These renewals will be based upon the contractor's performance in the preceding year.

3. Proposal Components

Questions or clarifications of requirements or procedures that may arise during the preparation of a response to this solicitation should be addressed in writing to the Finance/Administrative Services Director, Zach W. Webb, CPA, at P.O. Box 2748, Georgetown, SC 29442, or email at zachw@gcwsd.com, no later than August 11, 2025. Verbal inquiries are not permitted.

The Proposer shall submit all information in a clearly defined and legible format. Contents should be arranged in the same order and identified with headings as listed in this Section (3). This information will be considered the **minimum** content of the proposal. Various forms have been provided in Exhibit A for Proposers' reference and use, if preferred. **ALL LISTED INFORMATION IS REQUIRED.**

3.1. Contractor Profile

- a. Company Name
- b. Main office address
- c. When organized
- d. If a corporation, when and where incorporated
- e. Appropriate Federal, State and County registration numbers

3.2. Contractor History – List comparable contracts the Proposer has performed.

- a. Type of facilities and approximate square footage
- b. Estimated dollar amount of contract

- c. Services included in contract
- d. Subcontracted services and annual cost of each service
- e. Date of contract; contract term

3.3. **References** – The Proposer shall provide a list of three (3) references of clients whom have been, or are currently being provided comparable services. The references should be current to within the past three (3) years. A form is provided for the Proposer’s use in Exhibit A.

3.4. **Operation Plan**

The Proposer shall submit an operation plan to include, but not limited to 1) anticipated additional staffing needs to perform the scope of services for the contract; 2) resources available for back up staffing needs; 3) means of reporting and resolving District staff complaints.

3.5. **Statement of Qualifications**

The statement of qualifications must include a description of organizational and staff experience.

4. Pricing

The Agreement will be a firm fixed price contract. The price will remain firm and will include all charges incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices. The proposal should include detailed fees for emergency or special janitorial needs.

5. Submitting Proposals:

- 5.1. Each Proposal must be submitted including all components stipulated in Section 3 of this “Instructions to Proposers” document.
- 5.2. Proposers are cautioned that it is the responsibility of each individual Proposer to assure that the Proposal is in the possession of the District prior to the stated time and stated place of the opening. The District is not responsible for Proposals delayed by mail and/or delivery services of any nature.
- 5.3. Each Proposal must be submitted in sealed packaging, plainly marked on the outside, addressed and delivered to the District as shown below:

Georgetown County Water and Sewer District
Attn: Zach W. Webb, CPA, Finance/Administrative Services Director
4145 Highmarket Street
P.O. Box 2748

Georgetown, South Carolina 29442

LOWER LEFT HAND CORNER:

Proposal for Janitorial Services for GCWSD Facilities

August 12, 2025 2:00 PM

Proposer's Business Name

6. Period that Proposals Remain Valid

Proposals will remain valid for a period of sixty (60) calendar days after the date specified for receipt of proposals.

7. Modification of Proposals:

Proposals may be modified, in writing, executed, and delivered to the place where proposals are to be submitted, at any time prior to the opening of proposals.

8. Withdrawal of Proposals:

- 8.1. Any Proposer may withdraw his/her proposal, either personally, or by written request, at any time prior to the scheduled time for opening proposals or authorized postponement thereof.
- 8.2. No Proposer may withdraw his/her proposal for a period of sixty (60) calendar days after the date set for the opening, thereof, and all proposals shall be subject to acceptance by the District during this period.

9. Acceptance or Rejection of Proposals:

The District reserves the right to reject any and all proposals when such rejection is in the best interest of the District.

10. Affirmative Action

The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin, or physical handicap.

11. Certification Regarding Drug-Free Workplace

The contractor certifies that the "drug-free workplace" will be maintained, as defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended.

12. Method of Award:

A Selection Committee will review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall evaluate proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below:

Evaluation Criteria	Points
Experience, past performance and business operations, nature and size of past & current accounts, training programs, results of reference checks.	50
Operation Plan: detail of operational planning, quality control planning, contract management, resources for back-up staffing, emergencies and special project work.	20
Total overall cost, with the lowest cost equal to:	30
TOTAL POINTS	100

13. Notice of Award

A Notice of Intent to Award will be electronically mailed to all respondents. Notice of Award (see Exhibit A) will be forwarded to the successful Proposer upon acceptance. The Proposer is required to respond, with a signed Agreement and required certificates of insurance, Performance Bond, and Fidelity Bond within fifteen (15) calendar days of the dated Notice of Award.

14. Execution of Contract:

The District, within ten (10) calendar days of receipt of acceptable Certificates of Insurance, Fidelity Bond, and Agreements signed by the party to whom the Agreement was awarded, shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the District not execute the Agreement within such a period, the Proposer may, by written notice, withdraw his/her signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the District.

15. Request for Proposal Timeline:

Item	Date	Time	Location
Date of RFP Issue	07-09-2025		
MANDATORY Pre-Proposal Conference & Site Tour	07-24-2025	1:00 PM	Georgetown Administration Bldg.
Inquiry Deadline	08-11-2025	5:00 PM	
Proposal Submittal Deadline	08-12-2025	2:00 PM	Georgetown Administration Bldg.
Proposal Opening	08-12-2025	2:00 PM	Georgetown Administration Bldg.

TECHNICAL SPECIFICATIONS

Georgetown County Water & Sewer District

1.0 Facilities Requiring Services

Pawleys Island Administration Building – 5 cleanings per week

456 Clearwater Drive, Pawleys Island, South Carolina

Georgetown Administration Building – 5 cleanings per week

4145 Highmarket Street, Georgetown, South Carolina

Pawleys Island Maintenance Building – 3 cleanings per week

456 Clearwater Drive, Pawleys Island, South Carolina

Pawleys Island Wastewater Treatment Control Building – 3 cleanings per week

456 Clearwater Drive, Pawleys Island, South Carolina

Waccamaw Neck Water Treatment Plant Office Building – 3 cleanings per week

Sandy Island Road, Pawleys Island, South Carolina

2.0 Cleaning Task Detail and Frequencies

	Daily	Weekly
Offices and Common Areas		
Sweep or vacuum tile floors	X	
Mop any visible spills on tile floors	X	
Mop all tile floors regardless of spills		X
Vacuum visible dirt or spills on carpet	X	
Vacuum all carpet regardless of dirt or spills		X
Empty all waste containers and replace liners	X	
Wipe down exposed counter surfaces and tabletops	X	
Restrooms		
Clean and sanitize toilets, urinals, and basins	X	
Clean, mop, and sanitize floors and door jams	X	
Clean glass mirrors and chrome surfaces	X	
Empty waste containers and replace liners	X	
Refill dispensers (tissue and paper towels)	X	
Breakrooms		
Sanitize counters and tabletops in breakrooms	X	
Clean microwave & coffee pots	X	
Empty waste containers and replace liners	X	
Mop any visible spills on tile floors	X	
Mop all tile floors regardless of spills		X

3.0 Supplies

- 3.1 The Contractor shall furnish all supplies necessary for the work of this contract. The District will supply paper towels, toilet tissue, and trash bags. No flushable products (wipes, toilet cleaner pads) will be allowed.
- 3.2 **Labeling of Supplies/Chemicals:** The Contractor shall purchase and use all chemicals in their original containers. Any secondary containers that are used must have a manufacturer's label affixed to the container. All products must prominently state dilution recommendations. Materials that required precautionary warnings shall have affixed to all containers such labeling or markings as are prescribed by law and regulatory agencies. Markings or labeling of materials containing hazardous or toxic substances or wastes shall be in accordance with all Federal, State, and County laws, ordinances, and regulations. Material Safety Data Sheets shall be provided for each chemical stored in the facility.

- 3.3 **Storage and Disposal Requirements of Supplies/Chemicals:** Containers shall be securely closed when not in use. Select dispensing equipment that minimizes worker exposure, if available. Products shall be used prior to their expiration date. Dispose of all excess products in accordance with manufacturer instructions.
- 3.4 **Prohibited Cleaning Chemicals:** All cleaning products will be free from the following chemicals:
- a. Alkylphenol ethoxylates
 - b. Optical brighteners
 - c. Other heavy metals including arsenic, lead, cadmium, cobalt, chromium, mercury, nickel, selenium
 - d. Ozone depleting compounds (ODCs)
 - e. Phthalates and dibutyl phthalate
 - f. Zinc and zinc compounds
- 3.5 **Additional Product Selection Criteria:** All products used for this contract must meet the following criteria:
- a. Slip Resistance: The Contractor shall verify that all floor finishes, seals, spray buff solutions, and other such chemicals applied to non-carpeted floors, provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.
 - b. Germicidal Properties: The Contractor shall use germicidal/antibacterial soaps and disinfectants to clean under this contract. All germicidal products must be approved to kill the staphylococcus bacteria such as Pronto TB or equivalent. The Contractor shall not use germicidal/antibacterial soaps and disinfectants that do not bear the Environmental Protection Agency (EPA) registration number.
 - c. All undiluted products must not exceed exposure limits set by the National Institute for Occupational Safety and Health (NIOSH) or the U.S. Department of Labor Occupational Safety & Health Administration (OSHA).
 - d. Undiluted products must not be corrosive to the skin or eyes.
 - e. Products must be free of chemicals listed in section 3.4. Prohibited Cleaning Chemicals.
 - f. Products must not be combustible (flashpoint above 150°F).
 - g. Products must be free of known carcinogens as published by the National Toxicology Program.
 - h. Ingredients must not contain total phosphorous (including compounds) that exceeds 0.5% by weight.
 - i. Ingredients must not be toxic to aquatic life.

4. Equipment

Contractor will furnish all equipment required to perform the services as specified herein to include, but not be limited to brooms, mops, cleaning cloths, vacuum cleaners, floor scrubbing machines, high

dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, and any other equipment required to accomplish the specified tasks. Equipment shall be the size and type customarily used in work of this kind and no equipment shall be used which is harmful to the buildings or their contents.

5. Qualifications of Proposer

- 5.1. Proposer shall have a minimum three (3) years' experience in similar contractual endeavors.
- 5.2. Proposer shall have a well-trained and stable workforce.
- 5.3. Proposer shall have in place quality assurance programs and standards in order to ensure the quality of work.
- 5.4. The Proposer shall present within fifteen (15) calendar days of Notice of Award, evidence of required insurance and bond coverage.

6. Insurance and Bonding Requirements

6.1 Standard Insurance Limits

Workers Compensation (WC)	Statutory Limits – required in all contracts
Employers Liability – per accident	\$100,000
Bodily injury by accident – per employee	\$500,000
Bodily injury by disease – per employee	\$500,000
Policy limits	\$500,000
Commercial General Liability (CGL)	
Each occurrence	\$500,000
Aggregate Limit	\$500,000
Automobile Liability	
Combined Single Limit	\$500,000

6.2 Bonding Requirements

- 1) Fidelity Bond

7. Keys/Building Security

- 7.1. No keys issued to the Contractor by the District are to be duplicated. The Contractor must report lost or broken keys to the District immediately. The Contractor shall rearm all designated alarm systems when they leave the facility.

- 7.2. The Contractor shall be responsible for any lost keys and any inherent damages (i.e., re-keying of entire facility). This cost shall be withheld from payments.
- 7.3. The Contractor shall not allow their employees, at any time, to open desk drawers, cabinets, or to use office equipment, including the use of telephones for any purpose other than a local emergency call. Use of District office equipment or computers by the Contractor's employees will result in the termination of the contract.
- 7.4. The Contractor's employees are not to be accompanied in their work areas or on the premises by acquaintances, family members (children), assistants, or any other person unless said person is an authorized working contract employee. Unauthorized persons discovered on work premises will be immediately escorted off the property.

COST PROPOSAL FORM

Georgetown County Water & Sewer District

PROPOSAL FOR: ***Janitorial Services for Facilities of Georgetown County Water & Sewer District
Located in Pawleys Island and Georgetown***

DATE OF OPENING: _____ TIME: _____

LOCATION: _____

The Georgetown County Water and Sewer District reserves the right to accept or reject any or all proposals, or any portion thereof, to waive technicalities, and to award the contract as deemed to best serve the public interest.

By submitting this Proposal, the potential Contractor certifies the following:

- 1) An authorized representative of the firm has reviewed and signed this Proposal;
- 2) Insurance certificates for Worker's Compensation, Commercial General Liability, and Automobile Liability will be produced within fifteen (15) business days following Notice of Award.
- 3) The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been considered and included in the proposed cost.
- 4) All labor costs, direct and indirect, have been considered and included in the proposed cost.
- 5) The Proposer will provide the specified Performance and Fidelity Bonds.
- 6) The Proposer has read and understands the conditions and specifications as set forth in all Contractual Documents, without exception.

	Monthly	Annually
Janitorial Services for GCWSD Facilities	_____	_____
Rate for Emergency/Special Services	_____per hour, per employee	

Company: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Submitted By (signature): _____

Payment Terms: _____

Signed By (print/type): _____

Title: _____

Dated: _____

REFERENCES

Georgetown County Water & Sewer District

List below at least three (3) references for similar projects, including all information requested. THIS PAGE MUST BE COMPLETED. If Proposers wish to keep their references confidential, this page may be removed from the Proposal package and submitted with the Proposal in a separate sealed envelope marked "REFERENCES – CONFIDENTIAL". The District is not responsible for maintaining the confidentiality of the references unless this procedure is followed.

1) Client

Project Address

Approximate \$ Value _____ Date: Started _____ Completed _____

Contact Name: _____ Telephone #: _____

2) Client

Project Address

Approximate \$ Value _____ Date: Started _____ Completed _____

Contact Name: _____ Telephone #: _____

3) Client

Project Address

Approximate \$ Value _____ Date: Started _____ Completed _____

Contact Name: _____ Telephone #: _____

Company

Bid Title

Checklist for Proposal Package

- ☐ **Contractor Profile**
- ☐ **Contractor History**
- ☐ **References**
- ☐ **Operations Plan**
- ☐ **Keys/Building Security**
- ☐ **Proposed Work Plan**
- ☐ **Staff Description/Resumes**
- ☐ **List of Supplies**
- ☐ **List of Equipment**