



## **Request for Proposal**

Floor Care for Spartanburg Regional Health  
Services District Inc.

**Requirements for RFP**

**Spartanburg Regional Health Services District, Inc. (“SRHS”) is requesting proposals from qualified Janitorial company that specializes in Floorcare work.**

**Please acknowledge your intent to reply by emailing: Chad McKee at [lmckee@srhs.com](mailto:lmckee@srhs.com)**

**Questions should be directed to the email address above. Contact with SRHS personnel regarding this project (other than the designated contact listed above) during the RFP process may disqualify your company.**

RFPs should be submitted electronically to: [lmckee@srhs.com](mailto:lmckee@srhs.com). Due to security measures our inbound email is limited to 5MB. Proposals greater than 5MB should be submitted in zip file, thumb drive, or multiple emails.

Submission of Proposal shall constitute agreement to hold SRHS and its agents harmless for injuries and damages related to performance.

Late, incomplete, or unsigned proposals not conforming to the requirements of this RFP will not be considered. SRHS reserves the right to reject any and/or all proposals submitted as may be in the best interest of the institution.

**The due date for responses to this RFP is. December 23, 2024.**

Submitted by:

Company Name:
Contact Name and Title:
Address:
Phone:
Email contact:
Contact Signature:
Date:

**Instructions for Respondents**

1. Pricing, amendments or withdrawal requests must be received prior to the proposal due date. It is the contractor's sole responsibility to ensure that these documents are received by SRHS prior to the response due date.
2. Submit your signed proposal along with the required forms. Please identify the RFP title on electronic submission. SRHS assumes no responsibility for unmarked or improperly marked electronic submissions. Unsigned offers will be rejected.
3. Contractors must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under South Carolina Code Section 30-4-40 (the "South Carolina Freedom of Information Act"). The State of South Carolina reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against SRHS or its agents for its determination in this regard.
4. By submission of an offer, you represent that all goods and services meet the requirements of the proposal during the contract period.
5. This Request for Proposal does not commit SRHS to award a contract, to pay any cost incurred in the preparation of the proposal response, or to procure or contract for goods or services listed herein.
6. Correction of errors in the request for proposal documents: No offer shall be altered or amended after specified time for opening.
7. SRHS intends to select a vendor on the basis of proposals received in response to this RFP and any other information it obtains from other sources regarding the vendor. SRHS may hold onsite vendor demos with selected finalists. SRHS reserves the right to make this final decision independent of any or all of the above factors.

#### **General Provisions**

1. SRHS reserves the right to reject any and all offers, to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of SRHS.
2. Vendor/Respondent shall comply with applicable provisions of state and federal law regarding procurement and business relationships with government entities, including but not limited to South Carolina Code Section 8-13-700.
3. SRHS reserves the right to waive any provisions, general or special conditions, or specifications if deemed to be in the best interest of SRHS.
4. This solicitation is intended to promote competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested contractor to notify SRHS in writing within (5) days prior to the proposal due date. The Request for Proposal may or may not be changed but a review of such notification will be made prior to the award.

#### **General Conditions**

1. Default: in case of default by the contractor, SRHS reserves the right to purchase any or all items or services in default in the open market, charging the contractor with any excessive costs. Should

such charge be assessed, no subsequent business will be considered nor purchase orders issued to the defaulting contractor until the assessed charge has been satisfied.

2. **Non-Appropriation:** Any contract entered into by SRHS resulting from this request for proposal shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
3. **Publicity:** Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user. The contractor shall not include the SRHS name in a published list of customers without prior approval.
4. **Compliance with S.C. State Law:** Upon award of a contract under this proposal, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this state. Notwithstanding the fact that application statutes may exempt or exclude the successful contractor from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed response, the contractor agrees to subject himself to the jurisdiction and process of the courts of the state of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the state.
5. **Assignment:** no contract or its provisions may be assigned, sublet, or transferred without the written consent of SRHS.
6. **Compliance with Laws:** the successful bidder will comply with all federal and South Carolina state laws, regulations, licensing and other requirements rationally related to or covering the scope hereof, including without limitation all such laws and regulations concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
7. **Condition of Price:** all costs and offers submitted shall remain effective for a minimum period of 90-days or until evaluation of bids is complete and award is made. Thereafter, the contract prices shall remain effective for the term of the contract.
8. **Deviations from requirements:** any deviation from requirements indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful contractor will be held responsible. Therefore, deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the bid and not listed may cause for rejection. Contractors offering substitute or equal items must provide information sufficient to determine acceptability of item offered.
9. **Drug-Free workplace:** by submittal of this bid, respondent certifies that respondent complies with South Carolina Code Section 44-107-30.
10. **Bidder's Qualifications:** Consideration will be given only to Respondents who provide conclusive evidence that the following requirements are met:
  - a. Adequate capital and credit ratings sufficient to complete all operations under this contract in a satisfactory manner.

- b. An efficient workforce with satisfactory record and extensive knowledge to deliver the contemplated services.
  - c. An adequate supply of applicable equipment in good operating condition to fulfill the contract.
  - d. An adequate and efficient field force with extensive knowledge of all types of work involved under this contract.
  - e. A record of amicable relations with labor.
  - f. An adequate supply of applicable equipment in good operating condition to fulfill the contract.
11. Licenses, Permits, Insurance and Taxes: All costs for any required licenses, permits, insurance, and taxes shall be borne by the Contractor.
12. Insurance. The amount and types of insurance required should be reasonably commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards below described. Without limiting its liability under the contract agreement, the Provider shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

Schedule	Limit
<b>Workers Compensation</b> As required by the state of South Carolina.	Statutory
<b>Comprehensive General Liability</b> Premises operations (single limit) Contractual liability Independent contractors Personal injury Products - completed operations	\$1,000,000 per occurrence; \$3,000,000 in the aggregate annually.
<b>Automobile liability</b> All owned, non-owned, and hired (combined)	\$ 1,000,000
<b>Excess/Umbrella liability</b> Each occurrence	\$ 1,000,000

13. Subject to Contract: The implementation of any project awarded to Respondent shall be subject to terms and conditions set forth in a validly executed contract for services with SRHS. Such contract shall contain terms and conditions suitable to SRHS in its sole discretion.

**I. Proposal Background: The EVS department is looking for a dependable, knowledgeable Janitorial company that specialize in floorcare work to help maintain the cleanliness of floors throughout all of Spartanburg Regional Hospitals and MGC offices with a price based on square footage. The company should have knowledge of working in a healthcare environment. The company will be expected to conduct the floorcare work at night.**

**Scope of Service: Floorcare work to include, but not limited to scrubbing, stripping, waxing of floors. This work will be done on an as-needed-basis. Types of floors include LVT, VCT, epoxy, sheet vinyl, tile and grout, and carpet.**

**II. Specifications and Requirements: Must be knowledgeable in all types of floors.**

Respondents should provide background information regarding Respondent’s prior and current activities, including but not limited to:

1. Company history and core personnel
2. Prior experience in healthcare.
3. Prior experience in rural healthcare.
4. List the number of customers who have cancelled their contract with you or deinstalled your system or services.

Respondents should provide two active references of similar sized companies (at least one of which was implemented in the last 12 months); and two terminated references.

<b>Active Reference Number 1</b> Company Name: Company Address: City, State, Zip Code: Telephone Number/E-Mail Address: Contact Person:	<b>Terminated Reference Number 1</b> Company Name: Company Address: City, State, Zip Code: Telephone Number/E-Mail Address: Contact Person:
<b>Active Reference Number 2</b> Company Name: Company Address: City, State, Zip Code: Telephone Number/E-Mail Address: Contact Person:	<b>Terminated Reference Number 2</b> Company Name: Company Address: City, State, Zip Code: Telephone Number/E-Mail Address: Contact Person:

### III. RFP Review Process

SRHS will evaluate each potential vendor based on the information provided in the RFP Response. The evaluation shall include, but is not limited to, the Respondent's experience, technology, communication capabilities, implementation and service; strength of references; and budget considerations. Additionally, SRHS shall consider the capability of the Vendor to fulfill the Contract; the time it will take the Vendor to complete the Contract; the past performance of a Vendor; the ability of the Vendor to meet Contract requirements; and any other unique factors documented that impact Vendor or product selection.

Responses will be evaluated based on the following criteria and scoring:

Rating Definition	Score
Exceeds all other vendors	4
Slightly higher than all other vendors	3
Equivalent to all other vendors	2
Slightly less than all other vendors	1
Does not meet criteria	0

Criteria	Weight (A)	Score (B)	A x B
Cost per Square Footage	30%		
Equipment Capabilities	30%		
Ability to Meet Our Needs	20%		
Employee Training and Safety Record	10%		
References	5%		
Upstate SC Business	5%		
Total	100%		

### **Certificate of Familiarity**

The undersigned, having familiarized themselves with the information contained within this entire Request for Proposal and applicable amendments, submits the attached offer and other applicable information, which I verify to be true and correct to the best of my knowledge.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud.

I agree to abide by all conditions of this proposal response and certify that I am authorized to sign this bid. I further certify that this bid is good for a period of ninety (90) days, unless otherwise stated.

Authorized Signature: \_\_\_\_\_

Please provide the following information:

Company Name as registered with IRS

Authorized Signatory Name

Authorized Signatory Title

Correspondence Address

Date

Email

Phone

Federal Tax ID Number

SC Sales and Use Tax Number