



**BID CONDITIONS – CUSTODIAL SERVICES  
WESTMORELAND COUNTY, VIRGINIA**

1. Scope: It is the intent of this bid to procure complete custodial services including all labor, equipment, and materials to clean and sanitize the buildings known as:

A.	George D. English Building	Approx. 21,000 ft <sup>2</sup>
B.	Old Court House	Approx. 5,000 ft <sup>2</sup>
C.	Voter Registration Office	Approx. 1,664 ft <sup>2</sup>
D.	Westmoreland County Museum	Approx. 3,500 ft <sup>2</sup>
E.	A. T. Johnson (Gymnasium & West Wing Only)	Approx. 23,500 ft <sup>2</sup>
F.	A. T. Johnson (Health Dept.)	Approx. 3,271 ft <sup>2</sup>
G.	A. T. Johnson Alumni Museum	Approx. 6,100 ft <sup>2</sup>
H.	Westmoreland County Judicial Center	Approx. 38,827 ft <sup>2</sup>
<b>TOTAL</b>		<b>Approx. 102,862 ft<sup>2</sup></b>

Buildings are to be maintained in a clean and sanitary condition, suitable for public accommodation, and in accordance with the specifications herein.

2. Contract Period: The contract will cover services from approximately May 1, 2025, or from date of contract award. The contract shall be renewable on a year-to-year basis, not exceeding a total of five years, upon written concurrence of both parties. Any extension is contingent upon contractor's satisfactory performance and available funds.
3. Examination of Facilities (optional): All bidders may conduct a thorough and complete examination of the facilities prior to submitting their bid. Failure of bidder to completely familiarize themselves with the building conditions and contract requirements prior to submission of bid shall in no way relieve the contractor of the responsibility of performing in such a manner as to meet or exceed the intent of the specifications.

For additional information contact the County Administrator at 804-493-0130.

4. Insurance:
- A. Contractor shall procure at his own expense and maintain during the life of this contract and any extensions of this contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance for not less than the following limits:
1. Split limits of \$250,000 per person/\$500,000 per occurrence Personal Injury; \$100,000 per occurrence, Property Damage or
  2. Combined Single Limit of \$500,000 per occurrence Personal Injury and Property Damage.
  3. Contractor shall also participate in the Virginia Workman's Compensation State Fund and procure Employer's Liability for not less than \$100,000 per occurrence.
- B. Prior to starting performance of the contract and for each extension of the contract, certificates of insurance shall be furnished to the Board of Supervisors of Westmoreland County as evidence of the existence of such insurance. Certificates shall contain provision of a ten (10) day prior written notice of cancellation or material change to the County Administrator of Westmoreland County.
5. All employees of the company must be carefully screened, trained, and supervised by the company. Scheduling, supervision, and inspection of work will be done by the successful bidder. The company will be required to issue photo identification tags for each employee. Said photo identification tags must be worn so that they are visible at all times while on duty.
6. Employees of contractor will report to their supervisor any conditions such as leaky faucets, stopped toilets and drains, broken fixtures, etc. They will also report any unusual happenings in the buildings.
7. Employees of contractor will check windows and turn off lights and assure building security when night cleaning is finished.
8. All employees of contractor shall be neat in appearance.
9. Employees of contractor will not disturb papers on desks, open drawers or cabinets, use telephones, radios, computers, coffee pots, televisions, or drink alcohol or gamble while on duty.
10. Employees of contractor will have proper identification on their person during hours of employment.
11. Contractor will be responsible for loss or damage caused by his employees.
12. Contractor will furnish full name, address, D.O.B., and S.S.N. of each employee upon assignment or reassignment to specific buildings.
13. The Board of Supervisors may require the dismissal of any employee who is incompetent, careless, insubordinate, or otherwise objectionable or whose continued employment is contrary to consistent good relationships with tenants.

14. All waxes, polishes and expendable cleaning materials, excluding bleach, are to be furnished by the contractor, cost of which is to be included in bid quotation. The Board of Supervisors of Westmoreland County has the right to provide supplies when in the best interest of the County.
15. The contractor is to furnish, maintain, and repair all buffing machines, vacuums, mopping units, dusting and polishing cloths, brooms, brushes, etc.
16. Reports: Contractor shall furnish with invoice a monthly report of work done, number of personnel utilized and for what function each was used, and the number of man hours worked by each within the monthly period. This report will be certified by the County Administrator prior to payment. The contractor shall also submit a copy of this report to the finance office.
17. Bid Quotation: Bidders are to enter prices for each location with a total monthly and annual bid price for all locations. In the event that a location(s) is deleted during the contract period, the bid price shown for this location will be the basis for adjusting the contract prices.
18. Cancellation: The Board of Supervisors may effect cancellation of the contract upon 30 days written notice to the contractor. The county may, at its option, terminate the contract immediately if the service(s) provided do not meet the complete satisfaction of the Board of Supervisors.
19. Bidder Qualifications: Bidders are required to have engaged in commercial or institutional buildings maintenance (custodial services) for a period of not less than two (2) years, and have sufficient staff currently in their employ to adequately service the buildings listed.

In evaluating each bidder, consideration shall be made to the following criteria. Deficiency in any of the below listed areas may be adequate cause for bid rejection:

- A. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- B. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- D. The quality of performance of previous contracts or services, either with the county or with other customers;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The number and scope of the conditions attached to the bid;
- H. Whether the bidder is in arrears to the county, on a debt or contractor is a defaulter on surety to the county, or whether the bidder's tax or assessments are delinquent;
- I. Such other information as may be secured by the Board of Supervisors having a bearing on the decision to award the contract.

20. Award: The bid will be awarded in the aggregate with all locations awarded to the lowest responsible and responsive bidder that is qualified to perform the service. The Board of Supervisors further reserves the right to reject any or all bids and to waive technicalities when the best interest of the county will be served.
21. Performance: If services provided are not, in the opinion of the Board of Supervisors satisfactory with respect to the intent of the contractor, the Board of Supervisors may, at its option, hire an outside contractor to correct the deficiencies found and deduct as liquidated damages all costs incurred from either the faithful performance bond, or any unpaid amount due the contractor. The contractor shall provide all of the services and materials specifically called for in the following specifications entitled "Custodial Specifications" for all eight (8) locations and buildings, etc.
22. Contract Extension: The price bid shall remain firm for the initial contract period ending twelve months from contract award. The annual price bid may be adjusted on an annual basis at the time of each contract extension(s).
23. The contractor will furnish his own supervisor to supervise and be responsible for the contractor's work force. Daily inspections by Board of Supervisors personnel will ensure adherence to all specifications noted in the contract. This supervisor shall receive his daily instructions or special orders from the County Administrator at 804-493-0130.
24. The contractor must obtain a holiday schedule from the County Administrator and is not required to work on designated holidays.
25. Work Hours: Work hours will be negotiated between the County Administrator and the contractor.
26. Assignments: Neither the contractor nor the Westmoreland County Board of Supervisors shall sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of his right, title or interest therein, or his obligations thereunder, without written consent of the other party.
27. Indemnification: The contractor will indemnify and hold harmless the Westmoreland County Board of Supervisors and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees rising out of or resulting from the performance of the work, provided that any such claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the contractor, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

## Custodial Service Specifications for Locations A – H Specified in this Bid

### 1. Daily Tasks

- A. Empty and wipe clean all waste baskets and ash trays. Empty sand urns.
- B. Replace waste basket liners.
- C. Vacuum clean all carpeted areas in the building including corridors and office space, etc. Hard to get spots and corners will be cleaned with accessory tools.
- D. Sweep clean all tiled areas, including all stairwells, and damp mop same.
- E. Restrooms:
  - 1. Wash all mirrors.
  - 2. Wash hand basins and hardware.
  - 3. Wash urinal, commodes and seats using disinfectant in water. (Note: bowl cleaner to be used once per month at a minimum, or more often if necessary.)
  - 4. Sweep all dirt and debris from floors of all restrooms throughout all buildings.
  - 5. Damp mop tiled floors using disinfectant in water.
  - 6. Damp wipe, clean and disinfect all tiled surfaces. Spot wipe and clean where necessary. Walls and partitions to be kept free of hand prints and dust.
  - 7. Replenish hand soap, towels and bath tissues.
- F. Clean and polish all water coolers.
- G. Wipe clean all outside doors to keep free of hand prints.
- H. Kitchen: Wipe clean all countertops, tables, and the exterior door of all appliances (including handles), using disinfectant. Wash sinks.

### 2. Weekly Tasks

- A. Machine buff all tiled surfaces in all buildings.
- B. Shampoo all heavily traveled areas as needed. (Note: Shampoo all carpeted areas every two months.)
- C. Wipe clean all ledges and railings to remove dirt and dust.
- D. Clean walls, doors, painted areas, woodwork, and interior glass.
- E. Wash waste baskets and ash trays.

3. Monthly Tasks: Contractor shall strip and wax all tiled areas in all buildings. Contractor must use slip resistant wax approved by the Board of Supervisors.
4. Semi-Annual Tasks: All lighting fixtures will be dusted every three (3) months and washed twice a year. Wash all windows.
5. Other Tasks: Any unforeseen tasks which are mutually agreed upon by the Board of Supervisors and contractor.



**BID FORM  
CUSTODIAL SERVICES  
WESTMORELAND COUNTY GOVERNMENT BUILDINGS**

NAME \_\_\_\_\_  
(Type or Print Clearly)

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**BIDDERS SHALL PROVIDE A COST FOR EACH BUILDING AND A TOTAL COST**

*Note: This cost shall be for a one year period and shall include all materials as specified in the specific bid considerations.*

<u>Building</u>	<u>Approx. Size</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
George D. English Building	21,000 ft <sup>2</sup>		
Old Court House	5,000 ft <sup>2</sup>		
Voter Registration Office	1,664 ft <sup>2</sup>		
Westmoreland County Museum	3,500 ft <sup>2</sup>		
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SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_