



# North Carolina Department of Administration

Beverly Eaves Perdue, Governor  
Moses Carey, Jr., Secretary

Division of Purchase and Contract  
James D. Staton, State Purchasing Officer

## Memorandum

**DATE:** May 27, 2010

**TO:** Angela Wainwright  
Purchasing Agent  
Department of Crime Control & Public Safety

**FROM:** Mildred Christmas  
State Procurement Specialist

**RE:** Janitorial Services  
Your File – PR9674524  
Our File #201000569

Approval is hereby granted for your office to award this contract to Pioneer Janitorial Services, LLC which offered the lowest cost proposal for the above referenced services. The contract period will be for one (1) year beginning June 1, 2010 with the option to renew for two (2) additional one (1) year periods for a total annual cost not to exceed \$14,100.00.

Cc: File

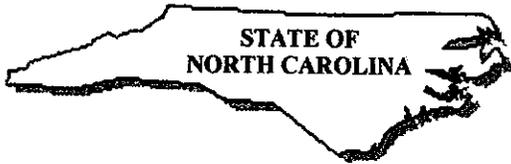
Mailing Address:  
1305 Mail Service Center  
Raleigh, NC 27699-1305

State Courier 51-01-06  
Internet Home Page: [www.pandc.nc.gov](http://www.pandc.nc.gov)  
Phone: 919-807-4500  
An Equal Opportunity / Affirmative Action Employer

Location Address:  
116 West Jones Street  
Raleigh, NC 27603-8002

3/1/2010





DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
IMPORTANT RFP ADDENDUM

May 17, 2010

FAILURE TO RETURN THIS RFP ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

RFP Number: 201000569

ADDENDUM Number: 01

COMMODITY: Janitorial Services

USING AGENCY: DEPARTMENT - Crime Control and Public Safety

OPENING DATE/TIME: May 24, 2010 @ 2:00

PURCHASER: Mildred Christmas

**INSTRUCTIONS:**

1. Please make the following change(s) in the RFP referenced above:

**THE OPENING DATE HAS BEEN EXTENDED UNTIL MONDAY, MAY 24, 2010 AT 2:00 PM.** Changes in the specifications are listed on the next page as well as the questions received in response to this RFP.

2. Check **ONLY** one of the following categories and return one properly executed copy of this addendum along with your proposal at the opening time and date.

Proposal has already been submitted. Changes resulting from this addendum are as follows:

Proposal has already been submitted. **NO CHANGES** resulted from this addendum.

Proposal has **NOT** been submitted and **ANY CHANGES** resulting from this addendum are included in our proposal.

Execute Addendum:

OFFEROR: PIONEER Janitorial Services

ADDRESS (CITY & STATE): Raleigh, NC

AUTHORIZED SIGNATURE: [Signature] DATE: 05/20/10

NAME and TITLE (Print): Maimonna Keita Owner

<b><u>DELIVERED BY US POSTAL SERVICE (REGULAR/STANDARD MAIL ONLY)</u></b>	<b><u>DELIVERED BY ANY OTHER MEANS/SPECIAL DELIVERY/OVERNIGHT (BY ANY OTHER CARRIER)</u></b>
RFP NO. _____ NC DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASE AND CONTRACT 1305 MAIL SERVICE CENTER RALEIGH NC 27699-1305	RFP NO. _____ NC DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASE AND CONTRACT 116 WEST JONES STREET Room 4062 4 <sup>th</sup> Flr. RALEIGH NC 27603-8002

\*\*\*\*\*SPECIAL NOTE - PLEASE READ\*\*\*\*\*

The US Postal Service DOES NOT deliver any mail (US Postal Express Mail, Certified, Priority, Overnight, etc.) to our physical address of 116 West Jones Street.



Solicitation (IFB (RFP)/RFQ) No. 201000569

Bidder/Offeror: PIONEER JANITORIAL SVC

**THIS PAGE IS TO BE FILLED OUT AND RETURNED WITH YOUR BID. FAILURE TO DO SO  
MAY SUBJECT YOUR BID TO REJECTION.**

**ATTENTION**

Federal Employer Identification Number or alternate identification number  
(e.g., Social Security Number) is used for internal processing, including bid tabulation.

Enter ID number here: 200226038

Pursuant to N.C.G.S. 132-1.10(b) this identification number shall not be released to the public.

This page will be removed and shredded, or otherwise kept confidential,  
before the procurement file is made available for public inspection.

**STATE OF NORTH CAROLINA  
REQUEST FOR PROPOSALS**

**RFP #201000569**

**TITLE:** Janitorial Services  
**USING AGENCY:** Department of Crime Control and Public Safety  
**ISSUE DATE:** April 26, 2010  
**ISSUING AGENCY:** Department of Administration

Sealed Proposals subject to the conditions made a part hereof will be received until **2:00 p.m. May 19, 2010**, for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUING AGENCY ADDRESS AS SHOWN BELOW:

<b><u>DELIVERED BY US POSTAL SERVICE (REGULAR/STANDARD MAIL ONLY)</u></b>	<b><u>DELIVERED BY ANY OTHER MEANS/SPECIAL DELIVERY/OVERNIGHT (BY ANY OTHER CARRIER)</u></b>
RFP NO. _____ NC DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASE AND CONTRACT 1305 MAIL SERVICE CENTER RALEIGH NC 27699-1305	RFP NO. _____ NC DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASE AND CONTRACT 116 WEST JONES STREET Room 4062 4 <sup>th</sup> Flr. RALEIGH NC 27603-8002

\*\*\*\*\*SPECIAL NOTE – PLEASE READ\*\*\*\*\*

**The US Postal Service DOES NOT deliver any mail (US Postal Express Mail, Certified, Priority, Overnight, etc.) to our physical address of 116 West Jones Street.**

**IMPORTANT NOTE:** Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Bids submitted via telegraph, facsimile (FAX) machine, telephone, and electronic means, including but not limited to e-mail, in response to this Request for Proposals will not be acceptable.

Direct all inquiries concerning this RFP to:

Mildred Christmas  
Division of Purchase and Contract  
Administration Building, 4<sup>th</sup> Floor  
116 W. Jones St.  
<http://www.pandc.nc.gov>  
Raleigh, NC 27603  
919-807-4525  
919-807-4509 (FAX)  
[mildred.christmas@doa.nc.gov](mailto:mildred.christmas@doa.nc.gov)

**NOTE:** A MANDATORY PREPROPOSAL CONFERENCE/SITE VISIT for all prospective offerors is scheduled for **Thursday, May 13, 2010, 10:00 am** in the Public Assistance (PA) Conference Room at the Disaster Recovery Operations Center (DROC), 1830 B Tillery Place, Raleigh NC 27604. Attendance at this conference is a prerequisite for consideration of an offeror's proposal. All vendors must sign-in at the beginning of the conference and sign-out at the conclusion of the visit in order for their proposal to be considered. No latecomers will be allowed to attend. Prospective offerors are encouraged to submit written questions no later than **Thursday, May 13, 2010 at 2:00 pm**. A summary of all questions and answers will be posted on the Internet as an addendum, located under the RFP # being modified. It is the offeror's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.

<http://www.pandc.nc.gov/>

Within two days after notification of award of a contract, the vendor must register in NC E-Procurement @ Your Service (<http://vendor.ncgov.com>).

## THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is posted on the internet via the State's Interactive Purchasing System (IPS).
2. A mandatory preproposal conference will be held on **Thursday, May 13, 2010 at 10:00 am.** and the deadline for written questions is set for **Thursday, May 13, 2010 at 2:00 pm.** (See cover sheet of this RFP for details.)
3. Proposals in one (1) original and two (2) copies will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
5. At that date and time the package containing the proposals from each responding firm will be opened publicly and the name of the offeror and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position.
6. At their option, the evaluators may request oral presentations or discussion with any or all offerors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the offeror.
7. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, and cost. The evaluators will randomly select at least three of offeror's references, but the evaluators' reserve the right to contact all the references listed, if information from the three references contacted warrant further inquiry. The failure of the offeror to list all similar contracts in the specified period may result in the rejection of the offeror's proposal. The evaluators may check all public sources to determine whether offeror has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into offeror's performance of those contracts and the information obtained may be considered in evaluating offeror's proposal. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the State.

In addition to any other evaluation criteria identified in the State agency's solicitation document, the agency shall, for purposes of evaluating proposed or actual contract performance outside of the United States, consider the following factors to ensure that any award will be in the best interest of the State:

- Total cost to the State
- Level of quality provided by the vendor
- Process capability across multiple jurisdictions
- Protection of the State's information and intellectual property
- Availability of pertinent skills
- Ability to understand the State's business requirements and internal operational culture
- Risk factors such as the security of the State's information technology
- Relations with citizens and employees
- Contract enforcement jurisdictional issues

8. Offerors are cautioned that this is a request for offers, not a request to contract, and the State reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the State.

### CONTRACT PERIOD

The contract period will be for one (1) year beginning on or about June 1, 2010 thru May 31, 2011 with the option to renew for two (2) additional one (1) year periods.

### General Background

The North Carolina Department of Crime Control and Public Safety, Division of Emergency Management is soliciting proposals for janitorial services located for the following two (2) facilities - Disaster Recovery Operations Center (DROC) and Geospatial Technology Management (GTM). The buildings are located at:

Disaster Recovery Operations Center (DROC)  
1830-B Tillery Place  
Raleigh NC 27604

Approximately 25,000 square feet

Approximately 7,300 square feet

### **Early Termination of Contract**

The pending relocation of the Disaster Recovery Operations Center to another facility may result in an early termination of this contract after the first year or during any extension period of the contract that may follow. Therefore, the State reserves the right to terminate this contract at any time with a 30-day notice.

### **Schedule of Performance:**

See Part III Specifications of work

### **Payment:**

The successful offeror shall submit an invoice on the first day of each calendar month for all work performed during the past month.

The Contractor agrees that it has or will secure at its own expense, all personnel required by the Contractor in performing the services required under this agreement. Such personnel shall not be employees of, or have any individual contractual relationships with the Contracting Agency. The contractor agrees to be responsible for and shall provide adequate supervision of all its employees working under this contract.

The Contractor further agrees that it has, or will make suitable arrangements for all of the necessary equipment, materials, and supplies to perform the services required herein. Further, all equipment shall be maintained in first class working condition for the duration of any contract which may be awarded, and further that said equipment shall comply with all federal, state and local requirements governing issues of operations safety for the same period of time.

**Note: In order to minimize costs for the service provided, the Contracting Agency will supply plastic trash can liners, garbage bags and paper products for the restrooms.**

The Contractor shall ensure that all its employees abide by the following rules:

1. All contracted employees will submit a copy of their NC Drivers License and obtain a proper access badge prior to performing services at either facility.
2. They shall wear the issued identification badge provided by the State at all times while on any of the State's premises.

**Liability:** The Contractor shall assume liability for damage or loss resulting from any wrongful act(s) of omission or commission on the part of its employees while they are on State controlled premises. The Contractor or their insurer shall reimburse the State for any such loss or damages within 30 days after submission of a claim.

**Indemnification:** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the State, the employees and tenants of the State, from and against all claims, damages, losses and expenses, including (but not limited to) attorney's fees arising out of, or resulting from the performance of or failure of the performance of the work caused in whole or in part by any negligent act or omission of the Contractor or the Contractor's subcontractor. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

**Safety:** The Contractor shall provide all necessary safety measures for the protection of all persons involved in the work. The Contractor shall abide by the laws, rules, and regulations applicable to the work being performed, whether promulgated by a Federal, State, or Local authority having jurisdiction in the applicable subject matter.

## **SPECIFICATIONS**

**General Cleaning (Daily, Weekly, Bi-Weekly, Monthly):** The Contractor must provide the following services during the evening shift between the hours of 1800 and 2300, Monday thru Friday, except State holidays, no less frequently than the schedule specified.

### **A. Daily Cleaning**

1. Empty all trash cans (wash if needed). Plastic liners are to be used.
2. Collect all boxes clearly marked with the word "TRASH."
3. Deposit all trash and boxes in dumpsters or other areas designated for that purpose.

4. Breakdown of cardboard and deposit in recycling containers or other areas designated for that purpose.
5. Deposit all blue desk-side recycling containers in large containers designated for recycled paper.
6. Sweep/vacuum and damp mop all uncarpeted floors and mats. Remove spots or stains. All floors must be kept clean (free of dirt, stains, trash and dust).
7. Vacuum carpeted entrance areas, to include mats. Vacuum ¼ of cubicle and office space areas on daily rotational basis. Remove spots, stains, loose paper, pins, and other trash. Carpets must be kept free of dirt, dust, and stains. Carpet pile must not be allowed to become flat or matted.
8. Spot clean all wood and metal doors, all standing plate glass doors and windows including entrance areas, glass surfaces, and glass partitions.
9. Disinfect all counters and tables in break room. See #6 above for break room floor cleaning instructions.
10. Clean inside of microwave.

#### **B. Daily Restroom Maintenance**

1. Cleaning company will not be responsible for any bathroom supplies other than their internal cleaning supplies. The State will provide its own paper products and hand soap.
2. Sweep floors, wet mop or scrub with soap and water using disinfectant cleaner in order to keep the floors clean and sanitary.
3. Deodorize, wash and sanitize all traps, drains, toilets, seats, and urinals.
4. Clean and sanitize sinks.
5. Spot clean all chrome surfaces and mirrors.
6. Spot wash all walls, ledges, grills and partitions.
7. Empty and clean all trashcans and change plastic liners.

#### **C. Weekly services**

1. Clean, shine, and polish all stainless steel and chrome fixtures, including drinking fountains and moldings.
2. Dust and clean all horizontal surfaces including desk tops, table tops, file cabinets, bookshelves, ledges on cubical walls, window ledges and other surface areas; such as chairs, telephones, fixtures and lamps.
3. Clean areas where furniture, equipment, cartons or carpet has been removed. These areas shall within two weeks be brought up to the same level of cleanliness and appearance as surrounding or adjacent areas
4. Clean shower stalls in both restrooms.

#### **D. Bi-Weekly Services**

1. Scrub with soap, water and rinse and thoroughly spray buff all tile, linoleum, terrazzo, polish stone and concrete floors. **SPRAY BUFFING MUST BE DONE AT NIGHT.** Item C-2 is required after spray buffing.
2. Wash and dry all standing plate glass doors and windows including entrance areas, glass surfaces, and glass partitions.
3. Wash and/or dust light-switch plates, fire extinguishers and other areas exposed to dust, smudges and scrapes. Spot clean all walls and woodwork.
4. Wash and sanitize the inside and outside of all aluminum can recycling bins.

#### **E. Monthly Services**

1. Thoroughly wash all restroom walls, partitions and shower stalls.
2. Scrub all floors with cleaning compound and rinse. Apply sealer as needed.
3. Vacuum upholstered furniture.

I. **Major Maintenance Services:** The Contractor shall (prior to performing these services) contact the Contract Coordinator (DROC & GTM facility manager) to schedule all Major Maintenance Services. The Contractor shall (after performing these services) contact the Contract Coordinator for inspection and approval.

1. Completely wash and dry all interior windows.
2. Completely wash and dry all exterior windows.
3. Completely sweep, strip, seal, wax and buff all floors including restrooms, break room area, tile and linoleum (strip, wax, buff); terrazzo (strip, seal, wax, buff); Shampoo, steam or dry clean all carpet including all mats.
4. Damp wash all venetian blinds.
5. Clean all light lens, light globes and light diffusers.
6. Clean all air grills and diffusers, including air grills in restrooms.

All Major Maintenance Services shall be performed during the first ninety (90) days of the contracting period. These services shall also be performed six (6) months following the first satisfactorily completion date. These services are in addition to the normal daily, weekly, bi-weekly, and monthly requirements.

# PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

- Corporate Background and Experience
- Outsourcing
- Cost Proposal

## 1. Corporate Background and Experience

This section shall include background information on the organization and should give details of experience with similar projects. A list of references (including contact persons and telephone numbers) for whom similar work has been performed shall be included and the list shall include all similar contracts performed by the offeror in the past two, three, four, five (pick a reasonable period) years. The evaluators will randomly select at least three of these references, but the evaluators reserve the right to contact all the references listed, if information from the three references contacted warrant further inquiry. The failure to list all similar contracts in the specified period may result in the rejection of the offeror's proposal. The evaluators may check all public sources to determine whether offeror has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into offeror's performance of those contracts and the information obtained may be considered in evaluating offeror's proposal.

## 2. Outsourcing

The Vendor must detail the manner in which it intends to utilize resources or workers located outside of the United States, and the State of North Carolina will evaluate the additional risks, costs and other factors associated with such utilization to make the award for this proposal as deemed by the awarding authority to be in the best interest of the State.

For any proposed or actual utilization or contract performance outside of the United States, the offeror's proposal must include:

- a) The location of work performed under a state contract by the vendor, any subcontractors, employees, or other persons performing the contract.
- b) The corporate structure and location of corporate employees and activities of the vendors, its affiliates or any subcontractors.

The State may initiate proceedings to debar a vendor from participation in the bid process and from contract award as authorized by North Carolina law, if it is determined that the vendor has refused to disclose or has falsified any information provided herein.

## 3. Cost Proposal

The Cost Proposal shall contain:

Personnel costs (including hourly rates and total hours)

Travel and Subsistence Expenses

Subcontractor Costs (if any)

Other Costs (e.g., office expenses)

**TOTAL COST** A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

COST PROPOSAL/EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The offeror has attended the mandatory preproposal conference/site visit and is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.
- The offeror is registered in NC E-Procurement @ Your Service or agrees to register within two days after notification of contract award.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 30) days from the date of the opening, to furnish the subject services for a cost not to exceed \$ 14,100 annual cost.

OFFEROR: Pioneer Janitorial services  
 ADDRESS: PO-BOX 20357  
 CITY, STATE, ZIP: Raleigh NE 27619  
 TELEPHONE NUMBER: 919-510-0448 FAX: 919-787-5835  
 E-MAIL: piojani@att.net

Principal Place of Business if different from above (See General Information on Submitting Proposals, Item 18.):

2941 Spring sweet Ln - Raleigh - NE 27612

Will any of the work under this contract be performed outside the United States? (If yes, describe in technical proposal.)  Yes  No

**N.C.G.S. § 133-32 and Executive Order 24** prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

BY: [Signature] TITLE: owner DATE: 05/20/10  
 (Signature)  
Haimona Keta  
 (Printed name)

\*\*\*\*\*  
ACCEPTANCE OF PROPOSAL

(Using Agency Name)

BY: Angie Wainwright TITLE: Purchasing Agent DATE: 5/28/10

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

Where Service Contracts Will Be Performed

In accordance with NC General Statute 143-59.4 (Session Law 2005-169), this form is to be completed and submitted with the offeror's (technical) proposal/bid.

Issuing Agency: Department of Administration

Solicitation # 201000569

Agency Contact Person & phone #: Mildred C. Christmas, (919) 807-4525

Solicitation Title / Type of Services: Janitorial Services

OFFEROR: Pioneer Janitorial services  
City & State: Raleigh, NC

Location(s) from which services will be performed by the contractor: 1820B & 1812 Tillery place

Service	City/Providence/State	Country
<u>Janitorial</u>	<u>Raleigh</u>	<u>WAKE</u>
_____	_____	_____
_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the contractor:

<u>N/A</u>	_____	_____
_____	_____	_____

Location(s) from which services will be performed by subcontractor(s):

Service	Subcontractor	City/Providence/State	Country
<u>N/A</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the subcontractor(s):

<u>N/A</u>	_____	_____	_____
_____	_____	_____	_____

(Attach additional pages if necessary.)

## GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Offeror specifically agrees to the conditions set forth in the above paragraph by signature to the proposal.
2. **CERTIFICATION:** By executing the proposal, the signer certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.
3. **ORAL EXPLANATIONS:** The State shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
4. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
5. **ELABORATE PROPOSALS:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

In an effort to support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort.

It is desirable that all responses meet the following requirements:

- All copies are printed **double sided**.
  - All submittals and copies are printed on **recycled paper with a minimum post-consumer content of 30%** and indicate this information accordingly on the response.
  - Unless absolutely necessary, all proposals and copies should **minimize or eliminate use of non-recyclable or non reusable materials** such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
  - Materials should be submitted in a format which allows for **easy removal and recycling** of paper materials.
6. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the State of North Carolina will not reimburse any offeror for any costs incurred prior to award.
  7. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 30 days. Although the contract is expected to be awarded prior to that time, the 30 day period is requested to allow for unforeseen delays.
  8. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
  9. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the offeror agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, government or private, until after the award of the contract. Only those communications with the using agency or issuing agency authorized by this RFP are permitted. All offerors are advised that they are not to have any communications with the using or issuing agency during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the contract), unless the State's purchaser contacts the offeror(s) for purposes of seeking clarification. An offeror shall not: transmit to the issuing and/or using agency any information commenting on the ability or qualifications of other offerors to perform the advertised contract and/or the other offerors' proposals and/or prices at any time during the procurement process; or engage in any other communication or conduct attempting to influence the evaluation and/or award of the contract that is the subject of this RFP. Offerors not in compliance with this provision may be disqualified, at the option of the State, from contract award. Only discussions authorized by the issuing agency are exempt from this provision.
  10. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the offerors shall become the property of the State when received.
  11. **OFFEROR'S REPRESENTATIVE:** Each offeror shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
  12. **SUBCONTRACTING:** Offerors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.

13. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the offeror does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it shall be determined by North Carolina law.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded by the Secretary of Administration or by an agency over \$25,000 resulting from this solicitation, they must submit a written request to the State Purchasing Officer at Purchase and Contract, 1305 Mail Service Center, Raleigh, NC 27699-1305. This request must be received in the Division of Purchase and Contract within thirty (30) consecutive calendar days from the date of the contract award. When an offeror wants to protest a contract awarded by an agency or university resulting from this solicitation that is over \$10,000 but less than \$25,000 for any agency, or any contract awarded by a university, they must submit a written request to the issuing procurement officer at the address of the issuing agency. This request must be received in that office within thirty (30) consecutive calendar days from the date of the contract award. Protest letters must contain specific reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Contract status and Award notices are posted on the Internet at <http://www.pandc.nc.gov/>. All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519. (See Protest Information at <http://www.pandc.nc.gov/protests.pdf> for more information.)
16. **TABULATIONS:** The Division has implemented an Interactive Purchasing System (IPS) that allows the public to retrieve bid tabulations electronically from our Internet web site: <http://www.pandc.nc.gov/>. Click on the IPS BIDS icon, click on Search for Bid, enter the RFP number, and then search. Tabulations will normally be available at this web site not later than one working day after opening. Lengthy tabulations may not be available on the Internet, and requests for these verbally or in writing cannot be honored.
17. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** Vendor Link NC allows vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services available on the Interactive Purchasing System. Online registration and other purchasing information are available on our Internet web site: <http://www.pandc.nc.gov/>.
18. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident offerors. The "Principal Place of Business" is defined as the principal place from which the trade or business of the offeror is directed or managed.

**NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS**  
**(Contractual and Consultant Services)**

1. **GOVERNING LAW:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
2. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined
3. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the Agency.
4. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's Contract Administrator. The individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.
5. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval of the Agency's Contract Administrator. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
6. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement, the Agency shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this agreement, and the Agency may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined.  
  
In case of default by the Contractor, the State may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The State reserves the right to require a performance bond or other acceptable alternative performance guarantees from successful offeror without expense to the State.  
  
In addition, in the event of default by the Contractor under this contract, the State may immediately cease doing business with the Contractor, immediately terminate for cause all existing contracts the State has with the Contractor, and de-bar the Contractor from doing future business with the State  
  
Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the State may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the State, and de-bar the Contractor from doing future business  
  
Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
7. **TERMINATION:** The Agency may terminate this agreement at any time by 30 days notice in writing from the Agency to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Agency, become its property. If the contract is terminated by the Agency as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
8. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice(s) or acceptance of services, whichever is later, or in accordance with any special payment schedule identified in this RFP. The using agency is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the Agency for the purpose set forth in this agreement.
10. **CONFIDENTIALITY:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency.
11. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the State for loss of damage of such property.

12. **COPYRIGHT:** No deliverable items produced in whole or in part under this agreement shall be the subject of an application for copyright by or on behalf of the Contractor.
13. **ACCESS TO PERSONS AND RECORDS:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. The Contractor shall retain all records for a period of three years following completion of the contract.
14. **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:
  - a. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor, or
  - b. Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.
15. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
16. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
17. **INSURANCE:** During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
  - a. **Worker's Compensation -** The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
  - b. **Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.**
  - c. **Automobile - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.**

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

18. **ADVERTISING:** The offeror shall not use the award of a contract as part of any news release or commercial advertising.
19. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
20. **AMENDMENTS:** This contract may be amended only by written amendments duly executed by the Agency and the Contractor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.
21. **TAXES:** G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

22. **YEAR 2000 COMPLIANCE/WARRANTY:** Vendor shall ensure the product(s) and service(s) furnished pursuant to this agreement ("product" shall include, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) which perform any date and/or time data recognition function, calculation, or sequencing, will support a four digit year format, and will provide accurate date/time data and leap year calculations on and after December 31, 1999, at the same level of functionality for which originally acquired without additional cost to the user. This warranty shall survive termination or expiration of the agreement.
23. **GENERAL INDEMNITY:** The contractor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the contractor provided that the contractor is notified in writing within 30 days that the State has knowledge of such claims. The contractor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of contractor goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
24. **OUTSOURCING:** Any vendor or subcontractor providing call or contact center services to the State of North Carolina shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the contractor wishes to outsource any portion of the work to a location outside the United States, prior written approval must be obtained from the State agency responsible for the contract.

Vendor must give notice to the using agency of any relocation of the vendor, employees of the vendor, subcontractors of the vendor, or other persons performing services under a state contract outside of the United States.

25. By **EXECUTIVE ORDER 24**, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:
- (1) Have a contract with a governmental agency; or
  - (2) Have performed under such a contract within the past year; or
  - (3) Anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

04/01/2010

# PIONEER JANITORIAL SERVICES

PO.Box 20357  
Raleigh, NC 27619  
Phone: 919-510-0448/521-1256

Fax: 919-787-5835  
Email: [piojani@att.net](mailto:piojani@att.net)

## REFERENCES/CLIENT NAMES

1. Agency or Firm Name: NC Dept of Cultural Resources  
LBL Library Services  
  
Business Address: 1841 Capital Blvd  
Raleigh, NC 27604  
  
Contact Person: Mary Brake  
  
Phone Number: 919-733-4376
2. Agency or Firm Name: NC Dept of Agriculture/Agronomic Division  
  
Business Address: 4300 Reedy Creek Rd  
Raleigh, NC 27607  
  
Contact Person: Helen Chestnut/ Louis Delozier  
  
Phone Number: 919- 733-2655
3. Agency or Firm Name: NC Dept of Commerce/ABC Commission  
  
Business Address: 3322 Garner Rd  
Raleigh, NC 27610  
  
Contact Person: Elizabeth Baker/ Annette Taylor  
  
Phone Number: 919 – 779-0700/ Ext 222/232
4. Agency or Firm Name: NC Dept of Health& Human Svc/DPH Warehouse  
  
Business Address: 2226A Capital Blvd  
Raleigh. NC 27604  
  
Contact Person: Bill Correll Jr  
  
Phone Number: 919- 715-7902

# **PIONEER JANITORIAL SERVICES**

## **Service and Implementation Plan**

### **PROJECT STAFFING & ORGANIZATION**

**For 1812 and 1830 B Tillery Place  
Raleigh, NC 27604**

One Project Manager( Guy Roland) 919 – 521-1256 will be designed to monitor the work and conduct the monthly inspection.

One Supervisor Will be assigned for 1hour of supervision.

2 employees( Jeff Boykin) and Johnathan Spencer will be at the work site performing all tasks as specify in the Detailed Work Schedule and will spend 2:30hours each; starting at 6pm to 10pm

The checklist shall be follow up as a daily Routine

A communication book will be also provided

Follow by a Monthly meeting with the contract administrator to overview the quality of cleaning

**Friday:** An additional 1:30 dusting of all Horizontal & Vertical Surfaces will be performed

### **Duration**

- ❖ 5hours daily
- ❖ 6:30hours on Friday

## **COMPANY PROFILE**

**Company Name:** Pioneer Janitorial Svc

**Office Address:** 2941 Spring Sweet Ln-21

**Mailing Address:** PO. Box 20357  
Raleigh, NC 27619

### CONTACT INFORMATION:

**Office Phone:** 919-510-0448

**Cell:** 919-521-1256/559-8963

**Fax:** 919-787-5835

**Email:** [piojani@att.net](mailto:piojani@att.net)

### COMPANY INFORMATION:

**Type of Firm:** LLC

**Date Firm Established:** 2003

**Service Experience(years):** 7 years

**Name of designated management person to contact after the award of contract:**  
Guy Roland Dadge

**Contact:** 919-521-1256

**Insured?** Yes

**Licensed?** Yes

# **PIONEER JANITORIAL SERVICES**

## **Company Background and Experience**

Pioneer Janitorial Services has been serving the triangle and surrounding areas since 2003.

Pioneer is specialized in commercial and industrial cleaning with a reputation for quality service provided.

Pioneer is a cleaning company with 2 project managers, 2 supervisors and 8 employees.

All staff members are criminal background free.

Pioneer has experience with a lot of government buildings as well as private ones.

- NC Dept of Wildlife located at 1751 Varsity Dr with more than 65,000 sq with more than 160 employees.

- NC Dept of Agriculture more than 150, 000 sq (Agronomic Division, Constable Labs, Plant Industry, Ballantine)

- NC Dept of Commerce (ABC Commission) Located 3322 Garner Rd, with 30,000 sq.

- NC Dept of Health & Human Svc/Dph Warehouse located at 2226A capital Blvd more than 20,000 sq

- NC State University ( Center for Applied Aquatic Ecology) 620 Sutton St, Raleigh

- NC Dept of Insurance located at 11 South Boylan Ave

- NC Dept of Cultural Resources/ LBL library located at 1841 Capital Blvd