

## **Request For Proposal**

### **Project Overview**

Santee Electric Cooperative, Inc. is currently seeking bids from local Cleaning Services to provide cleaning and janitorial services at our \_\_\_\_\_ town facilities located at:

\_\_\_\_\_, \_\_\_\_\_, SC \_\_\_\_\_ Service Address, City, SC Zip

We invite your company to submit a bid proposal for our facility identified above.

### **Project Goals**

To secure a cleaning service provider to provide high quality cleaning services to ensure a clean and healthy environment for our employees and members.

### **Scope of Work**

The scope of work includes the cleaning of all common areas, offices, restrooms, breakrooms, conference and meeting rooms, and gym. Please see the statement of work attached. We encourage a walk-through of our facilities prior to submitting your proposal.

### **Evaluation Metrics and Criteria**

We will review submitted proposals and select contractor(s) based on:

- Price
- Relevant experience and qualifications
- References and demonstrated quality of work
- Staffing and resources
- Range of services offered
- Compliance with insurance and licensing requirements

Santee Electric Cooperative and the selection committee reserves the right to accept or reject any and all proposals based on all factors, including compliance with requirements, price, qualifications, experience, past performance, or other relevant evaluation factors. The selection committee will utilize a best value selection process.

### **Qualifications**

The service provider must satisfy the following requirements:

- Must provide a working supervisor.
- For security purposes, must be able to provide a list including names of the personnel who will be regularly assigned to SEC. Each staff assigned must be bonded and insured. Each personnel should complete a background check which must be provided upon offer of contract.
- Must have satisfactorily furnished services of familiar size and scope for a period of at least the last 12 months.

## Submission Requirements

Interested cleaning service providers should submit a proposal that includes the following:

- Company profile, including experience in providing commercial cleaning services.
- Examples of quality of work. You may include as an attachment or link to an online portfolio.
- Proposed fees and expenses, clearly stated for services being rendered (Page 4).
- List of supplies, products, equipment, and tools that will be used for providing service, including the approximate number of personnel.
- References (Page 3)
- W-9
- Certificate of Insurance showing proof of Liability and Worker's Compensation coverage
- Any other relevant information, including any additional services offered, not requested in the statement of work.

All submissions must be received by Thursday, April 4, 2024, by 2:00 PM at Santee Electric Cooperative, Inc. Headquarters located at 424 Sumter Hwy, Kingstree, SC 29556.

All proposals must be sealed and clearly marked: "Cleaning Services". You may deliver your sealed proposal to:

Santee Electric Cooperative, Inc.  
Attn: James Dingle  
424 Sumter Hwy  
Kingstree, SC 29556

Or mail to:

Santee Electric Cooperative, Inc.  
Attn: James Dingle  
P.O. Box 548  
Kingstree, SC 29556

Proposals received after the due date will not be considered.

The successful vendor will be notified within 7 business days upon completion of the necessary evaluation and approval process, not to exceed 30 business days after the proposal due date.

For questions concerning this request for proposal, please contact James Dingle at 843-355-6187 ext. 1241 or at [jdingle@santee.org](mailto:jdingle@santee.org).

Vendor Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

**References:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**References:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Sample Monthly Service Cost Estimate:**

<b>Office Location:</b>				
<b>Description of Work to Be Done</b>			<b>Monthly Amount</b>	<b>Total</b>
<b>Labor Costs</b>				
<i>Please note overtime rate</i>				
<b>Materials &amp; Equipment</b>				
<b>Other Charges (please incl a description of services if applicable)</b>				
<b>Taxes &amp; Fees</b>				
<b>Total Monthly Amount</b>				
<b>Total Annual Amount</b>				

*You may submit an additional or separate attachment of detailed costs of monthly services*

## Statement of Work

### Cleaning Schedule

<b>General Offices: Offices and Cubicles in the Main Building, Operations, Warehouse, Shop</b>		
Task	Frequency	Performance Expectation
Tile Floors	Daily	Dust mop and spot mop with a neutral cleaner. Floors shall have a clean, uniform appearance, free of dust, scuff marks, stains, spills, or other evidence of soil.
Carpeted Floors	Daily	Vacuum traffic lanes and around desks. Spot clean to remove spills and stains. Floor shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter. All damaged carpet tiles shall be brought to the attention of the Facilities Manager.
Trash Containers	Daily	Empty and return to their original location. Filled, soiled, and/or torn plastic liners shall be replaced as needed. Boxes, cans, and papers placed near a trash receptacle and marked "TRASH" shall be removed. Trash shall be collected and taken to the central disposal area. Trash containers shall be left clean, free of foreign matter, and free of odors.
Furniture & Equipment	Daily	Dust and clean all horizontal surfaces: Desks, Cabinets, Tables, Ledges, etc. Dust and clean areas that are reasonably clear of papers, books, and personal items. Surfaces shall be free of dust, cup rings, and spillage. Office chairs shall be positioned to present a neat and orderly appearance.
High Touch Surfaces	Daily	Disinfect, with a surface appropriate disinfectant solution, all frequently touched surfaces: all handles, rails, push bars, light switches, knobs, counters, chairs, etc. Surfaces shall remain "wet" for a few minutes to ensure surfaces are properly disinfected.

<b>General Offices</b>		
Task	Frequency	Performance Expectation
Tile Floors	Weekly	Thoroughly mop with a neutral cleaner. Floor should have a uniform glossy appearance, free from dirt, debris, scuff marks, stains, spills, and other evidence of soil.
Carpeted Floors	Weekly	Thoroughly vacuum all carpeted areas giving special attention to corners, edges, and beneath furniture. Remove any spots, by manufacturer approved methods, as needed. Floor should have a clean, uniform appearance, free of dirt, debris, litter, and other foreign matter.
Base Boards and Low Ledges	Weekly	Dust and clean baseboards, corners, and wall/floor edges. Surfaces shall be free of visible dust, dirt, and debris.

Glass Partitions/Windows	Weekly	Clean all interior glass: including doors, windows, partitions, etc. Glass should be free of film, dirt, smudges, fingerprints, water, or other foreign matter.
Walls	Weekly	Spot Clean all washable wall surfaces giving special attention to areas around light switches and door frames. Surfaces shall be free of visible dirt, smudges, fingerprints, and detracting marks.
Pictures	Weekly	Dust and straighten all pictures, plaques, and other wall décor. Items shall be free of visible dust, smudges, and fingerprints. Items should be positioned to present a neat and orderly appearance.
Upholstered Furniture	Weekly	Dust wooden arms and legs. Furniture shall be free of visible dust and positioned to present a neat and orderly appearance.

<b>General Offices</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Vertical Furniture Surfaces	Monthly	Dust sides of desks, credenzas, file cabinets, and other furniture. Surfaces shall be free of visible dust, smudges, and other detracting marks.
Blinds	Monthly	Thoroughly dust both sides. Blinds shall be free of visible dust, dirt, and other detracting marks.
High Dusting	Monthly	Thoroughly dust ledges and doors. Surfaces shall be free of visible dust, dirt, and debris.
High Cleaning	Monthly	Thoroughly clean lighting applications. Lighting shall be free of dirt, debris, litter, and other foreign objects.

<b>Public Areas: All Non-Office Areas, Including Meeting Rooms, Conference Center, Upstairs/Downstairs Employee Lobby, Member Lobby, Stairwells, Operations Main Area and Operations Conference Room</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Tile Floors	Daily	Dust mop and spot mop with a neutral cleaner. Floor shall have a clean, uniform appearance, free of dust, scuff marks, stains, spills, or other evidence of soil.
Carpets	Daily	Vacuum traffic lanes. Spot clean to remove spills and stains. Floor shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter. All damaged carpet tiles shall be brought to the attention of the Facilities Manager.
Entrance Mats	Daily	Thoroughly vacuum carpeted mats, and thoroughly sweep vinyl mats. Entrance mats shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter. All damaged carpet tiles shall be brought to the attention of the Facilities Manager.

Entrance Glass Doors and Partitions	Daily	Spot clean all interior and exterior glass: including doors, windows, partitions, walls, display cases, etc. Glass should be free of film, dirt, smudges, fingerprints, water, or other foreign matter.
Ledges and Handrails	Daily	Dust and clean. Surfaces shall be free of visible dust, dirt, and debris.
Water Fountains	Daily	Clean with a surface appropriate disinfectant solution, and polish with a lint free cloth. Damp wipe sides of metal housing. Fountains shall be free of dust and grimy buildup.
Furniture	Daily	Dust and clean all horizontal surfaces: Cabinets, Tables, Ledges, etc. Surfaces shall be free of dust, dirt, cup rings, spillage, debris, litter, or other evidence of soil. Any items moved shall be re-positioned to present a neat and orderly appearance.
Trash Containers	Daily	Empty and return to their original location. Filled, soiled, and/or torn plastic liners shall be replaced as needed. Boxes, cans, and papers placed near a trash receptacle and marked "TRASH" shall be removed. Trash shall be collected and taken to the central disposal area. Trash containers shall be left clean, free of foreign matter, and free of odors.

<b>Public Areas</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Tile Floors	Weekly	Dust mop and spot mop with a neutral cleaner. Floor should have a clean, uniform appearance, free of dust, scuff marks, stains, spills, or other evidence of soil.
Carpets	Weekly	Thoroughly vacuum all carpeted areas giving special attention to corners, edges, and beneath furniture. Remove any spots, by manufacturer approved methods, as needed. Floor should have a clean, uniform appearance, free of dirt, debris, litter, and other foreign matter.
Baseboards and Low Ledges	Weekly	Dust and clean baseboards, corners, and wall/floor edges. Surfaces shall be free of visible dust, dirt, and debris.
Walls	Weekly	Spot Clean wall surfaces with a surface appropriate soap and water solution, giving special attention to area around light switches and door frames. Surfaces shall be free of visible dirt, smudges, fingerprints, and detracting marks.
Pictures	Weekly	Dust and straighten all pictures, plaques, and other wall décor. Items shall be free of visible dust, smudges, and fingerprints. Items should be positioned to present a neat and orderly appearance.

Entrance Glass Doors and Partitions	Weekly	Clean all interior and exterior glass: including doors, windows, partitions, walls, display cases, etc. Glass should be free of film, dirt, smudges, fingerprints, water, or other foreign matter.
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<b>Public Areas</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Upholstered Furniture	Monthly	Thoroughly vacuum and clean with proper attachments. Furniture shall have a clean appearance and be free of dirt, spots, stains, and other evidence of soil. Furniture should be positioned to present a neat and orderly appearance.
Furniture	Monthly	Dust, Clean, and Polish, with a surface appropriate polish. Surfaces shall have a clean, uniform, and shiny appearance and be free of dirt, dust, smudges, fingerprints, cup rings, and other evidence of soil.
High Dusting	Monthly	Thoroughly dust ledges, doors, and vents. Surfaces shall be free of visible dust, dirt, and debris.
High Cleaning	As Requested	Thoroughly clean lighting applications. Lighting shall be free of dirt, debris, litter, and other foreign objects.

<b>Breakrooms: Engineering, Member Services, Accounting, Operations</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Tile Floors	Daily	Thoroughly sweep and wet mop with a neutral cleaner. Floor should have a uniform glossy appearance, free from dirt, debris, scuff marks, stains, spills, and other evidence of soil.
Floor Mats	Daily	Thoroughly vacuum carpeted mats, and thoroughly sweep vinyl mats. Floor mats shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter. All damaged carpet tiles shall be brought to the attention of the Facilities Manager.
Trash Containers	Daily	Empty and return to their original location. Filled, soiled, and/or torn plastic liners shall be replaced as needed. Boxes, cans, and papers placed near a trash receptacle and marked "TRASH" shall be removed. Trash shall be collected and taken to the central disposal area. Trash containers shall be left clean, free of foreign matter, and free of odors.
Tables and Chairs	Daily	Clean and disinfect with a surface appropriate disinfectant. Tables and chairs shall be free of dirt, debris, litter, spills, film, and other evidence of soil. Chairs shall be positioned to present a neat and orderly appearance.



Counter Tops and Cabinets	Daily	Spot clean and disinfect with a surface appropriate disinfectant. Surfaces shall be free of dirt, debris, litter, spills, film, and other evidence of soil.
Sinks and Plumbing Fixtures	Daily	Completely clean, disinfect, and dry. Sinks and fixtures shall be free of deposits, dirt, streaks, and odors.
Microwave Ovens & Small Appliances	Daily	Clean outside of appliance with a surface appropriate cleaner. Appliances shall be free of deposits, spills, streaks, other evidence of soil, and odors.
Refrigerator	Daily	Clean and disinfect, with a surface appropriate disinfectant, outside of appliance. Refrigerator shall be free of film, deposits, smudges, and other evidence of soil.
Paper Products	Daily	Replenish paper towels as needed.
High Touch Surfaces	Daily	Disinfect, with a surface appropriate disinfectant solution, all frequently touched surfaces: all handles, rails, push bars, light switches, knobs, counters, chairs, etc. Surfaces shall remain "wet" for a few minutes to ensure surfaces are properly disinfected.

<b>Breakrooms</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Walls	Weekly	Spot Clean wall surfaces with a surface appropriate soap and water solution, giving special attention to area around light switches and door frames. Surfaces shall be free of visible dirt, smudges, fingerprints, and detracting marks.
Counter Tops and Cabinets	Weekly	Clean and disinfect with a surface appropriate disinfectant. Surfaces shall be free of dirt, debris, litter, spills, film, and other evidence of soil.

<b>Restrooms: Engineering, Member Services, Accounting, Operations, Warehouse, Shop</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors	Daily	Thoroughly sweep and mop with a surface appropriate disinfectant solution. Floors shall have a clean, uniform appearance, free of visible dirt, debris, litter, dust, scuff marks, spills, stains, evidence of soil, and other foreign matter
Toilets and Plumbing Fixtures	Daily	Thoroughly clean bowls, seats, urinals, and plumbing fixtures with a surface appropriate germicidal disinfectant. Surfaces shall be free of deposits, dirt, stains, odors, and other evidence of soil.

Trash Containers	Daily	Empty and return to their original location. Filled, soiled, and/or torn plastic liners shall be replaced as needed. Trash shall be collected and taken to the central disposal area. Trash container and exterior covering shall be left clean, free of foreign matter, and free of odors.
Sinks and Plumbing Fixtures	Daily	Thoroughly clean, disinfect, and dry with a non-abrasive cleaner. Surfaces shall be free of deposits, dirt, stains, odors, and other evidence of soil.
Counter Tops	Daily	Clean and disinfect with a surface appropriate disinfectant. Surfaces shall be free of dirt, debris, litter, spills, film, and other evidence of soil.
Stall Partitions	Daily	Dust and spot clean with a disinfectant solution. Partitions shall be free of deposits, dust, stains, odors, and other evidence of soil.
Walls	Daily	Spot clean with a surface appropriate cleaner. Surface shall be free of splashes, runs, fingerprints, smudges, stains, and other detracting marks.
Mirrors	Daily	Thoroughly clean and polish. Mirrors shall be free of film, dust, fingerprints, smudges, splashes, and other evidence of soil.
Products and Dispensers	Daily	Replenish bathroom tissue, paper towels, liquid hand soap, and sanitary napkins as needed. Dispensers shall be free of dust, dirt, and evidence of soil.
High Touch Surfaces	Daily	Disinfect, with a surface appropriate disinfectant solution, all frequently touched surfaces: all handles, push bars, light switches, knobs, counters, etc. Surfaces shall remain "wet" for a few minutes to ensure surfaces are properly disinfected.

<b>Restrooms</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors	Monthly	Scrub with a detergent disinfectant solution and rinse thoroughly. Floors shall have a uniform and glossy appearance and be free from dirt, debris, dust, scuff marks, heel marks, stains, and other evidence of soil.
Toilets	Monthly	Descale with a surface appropriate solution. Toilets shall be free of scale, soap film, streaks, stains, sum, urine deposits, rust, and other deposits.
Walls and Stall Partitions	Monthly	Completely clean and disinfect. Surfaces shall be free of dust, dirt, film, splashes, stains, deposits, and other evidence of soil.
High Dusting	Monthly	Thoroughly dust high ledges, doors, door closers. Surfaces shall be free of visible dust, dirt, and debris.
Clean Out Drain	Monthly	Clean with bleach and hot water solution. Clean out shall be free of scale, odors, and other deposits.

<b>Conference Center/ Meeting Rooms: Upstairs/Downstairs Main, Operations</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors	Weekly	Vacuum traffic lanes and around tables. Spot clean to remove spills and stains. Floor shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter. All damaged carpet tiles shall be brought to the attention of the Facilities Manager.
Ledges	Weekly	Dust and clean corners, window ledges, wall/floor ledges. Surfaces shall be free of visible dust, dirt, and debris.
Table and Counter Tops	Weekly	Clean and disinfect with a surface appropriate disinfectant. Surfaces shall be free of dirt, debris, litter, spills, film, and other evidence of soil.

<b>Conference Center/ Meeting Rooms</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Blinds	Monthly	Thoroughly dust both sides. Blinds shall be free of visible dust, dirt, and other detracting marks.

<b>Conference Center/ Meeting Rooms</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors	As Requested	Thoroughly vacuum all carpeted areas giving special attention to corners, edges, and beneath furniture. Remove any spots, by manufacturer approved methods, as needed. Floor should have a clean, uniform appearance, free of dirt, debris, litter, and other foreign matter.
Ledges	As Requested	Dust and clean baseboards, corners, and wall/floor edges. Surfaces shall be free of visible dust, dirt, and debris.
Table and Counter Tops	As Requested	Clean and disinfect with a surface appropriate disinfectant. Surfaces shall be free of dirt, debris, litter, spills, film, and other evidence of soil.

<b>Gym</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors	Weekly	Thoroughly vacuum all carpeted areas giving special attention to corners, edges, and beneath furniture. Remove any spots, by manufacturer approved methods, as needed. Floor should have a clean, uniform appearance, free of dirt, debris, litter, and other foreign matter.
Window Ledges	Weekly	Dust and clean. Surfaces shall be free of visible dust, dirt, and debris.

<b>Gym</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Floors Mats	Monthly	Thoroughly sweep, vacuum, and mop as needed. Floor mats shall have a clean, uniform appearance, free of visible dirt, debris, litter, and other foreign matter.

<b>Building Maintenance</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
Wax-able Floors	Semi-Annual	Strip and wax floors. Floors shall have a clean, uniform and glossy appearance, free of dust, scuff marks, stains, spills, or other evidence of soil. Furniture shall be re-positioned to present a neat and orderly appearance.

<b>All Public Areas: Incl. All Breakrooms, Restrooms, Conference Center, Meeting Rooms, Lobbies &amp; Gym</b>		
<b>Task</b>	<b>Frequency</b>	<b>Performance Expectation</b>
All Public Areas	Annually	Complete a comprehensive deep cleaning of all public areas within SEC's facilities, to include: each breakroom, restroom, meeting rooms, lobbies, and the conference center and gym in the main, operations, warehouse, and shop buildings. Comprehensive cleaning should include a thorough and extensive completion of all weekly and monthly tasks. Public areas shall have a visibly enhanced appearance and shall result in a sanitized, safe, and hygienic environment free from odors with a reduction in allergens.