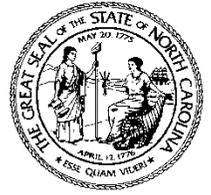




HOKE COUNTY Department of Public Health

683 East Palmer Road
Raeford, North Carolina 28376



Helene Edwards, MS, RD, LDN
Health Director

(910) 875-3717
FAX (910) 875-6351

NOTICE OF REQUEST FOR PROPOSALS FOR: PROFESSIONAL CLEANING SERVICES FY 2017-2018

Hoke County Health Department

Hoke County Health Department is seeking proposals for the daily cleaning services of the agency. As a healthcare facility, there is high traffic of patients and visitors that require cleaning and sanitizing daily. The work shall start after 4 PM (Monday through Friday). The following professional cleaning services are required:

Daily:

- Clean/sanitize all restrooms, offices, lab rooms, and exam rooms
- Sanitize waiting room chairs
- Replenish soap, paper towels, and toilet paper holders in all locations
- Empty trash cans in all areas of the building
- Dust and wet mop all tile floors
- Staff lounge (Clean/sanitize countertops, tables, and sink)

Weekly:

- Vacuum Administration section
- Conference room (wipe down table and chairs)
- Wipe down window sills
- Dust offices throughout building

Monthly/Quarterly:

- Strip and wax floors as needed

All cleaning supplies and materials will be provided. The Hoke County Health Department is located at 683 East Palmer Road, Raeford, NC 28376 and the cleaning square footage is 19,600. Contractors interested in submitting bids should contact: Helene Edwards by calling 910-875-3717 ext. 2111 to set up an appointment to tour the facility between **May 22 to May 30, 2017**. A tour of the facility is required for a proposal to be considered. All proposals must be received by **4:00 PM on May 31, 2017**.

IMPORTANT NOTE:

Methods of Submittal

Physical Delivery

The proposal may be submitted in paper form marked "Cleaning Services" and delivered to:

Hoke County Health Department
683 East Palmer Road
Raeford, NC 28376
Attention: Helene Edwards

Proposals may be mailed, sent by private carrier or delivered in person during normal business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday. Electronic (fax, email, etc.) copies will not be accepted.

Direct all inquiries concerning this RFP to: Helene Edwards
Hoke County Health Department
683 East Palmer Road
Raeford, NC 28376
(910) 875-3717 ext. 2111
Email: hedwards@hokehealth.org

NOTE: Questions concerning the RFP will be handled by Helene Edwards at (910) 875-3717 ext. 2111 or e-mailed to hedwards@hokehealth.org.

Questions must be submitted no later than 5:00 P.M. on May 30, 2017. All questions will be answered in the same manner received.

Specifications Required (no exceptions):

1. Comprehensive Liability
 - a. Bodily Injury Liability: \$1,000,000 minimum
 - b. Property Damage Liability: \$1,000,000 minimum
2. Worker's Compensation Coverage
3. Employees bonded for theft of client property.
4. Proof of insurance shall be provided to the County of Hoke.
5. Employees will be required to fill out a criminal history application and finger-printed.
6. All employees of the successful contractor are required to be citizens of the United States or legally entitled to work here.
7. Must provide Affidavit of Compliance with N.C. E-verify Statutes

The contract services for this proposal will begin July 1, 2017 and end June 30, 2018.

The County of Hoke reserves the right to reject any and/or all proposals.

An Equal Opportunity Employer