

Purchasing Department
Madison County Board of Supervisors
146 West Center Street
Canton, Mississippi 39046

601-855-5503
hardy@madison-co.com

14 July 2016

District 1 Supervisor Sheila Jones
District 2 Supervisor Trey Baxter
District 3 Supervisor Gerald Steen
District 4 Supervisor David Bishop
District 5 Supervisor Paul Griffin

Subject: Proposals for Cleaning of County Buildings

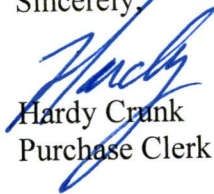
Dear Board Members:

Proposals were opened Tuesday for the contract cleaning of 10 county buildings. The tabulation, a cost comparison of in-house vs contract cleaning, and a proposed contract are attached.

The low proposal was submitted by Prewitt Contract Services at an annual price of \$142,284. Based upon figures provided by the Buildings & Grounds Department, the county is currently spending \$272,056 to clean the 10 buildings. Contracting cleaning using Prewitt would produce an estimated annual savings of \$129,772.16. If awarded the contract, Prewitt can start work on August 1.

If the board wishes to contract cleaning of the 10 county buildings with Prewitt, it would need to award the attached four-year contract to Prewitt per the RFP specifications and exhibits and authorize the board president to execute same.

Sincerely,


Hardy Crank
Purchase Clerk

**Madison County
Annual Saving Contracting Cleaning of County Buildings**

Labor	\$233,992.54
Janitorial Supplies	\$26,198.38
Uniforms	\$1,800.24
Cleaning Service (Madison Tax Office)	\$10,065.00

Total Current Annual Cleaning Cost	\$272,056.16
Prewitt Contract Services Proposal	\$142,284.00
Annual Savings Contracting With Prewitt	\$129,772.16

Note:

Janitorial Supplies line item and Prewitt proposal do not include toilet paper, bathroom hand soap, and bathroom paper towels, which the county would continue to supply.

County Buildings Included in Prewitt Proposal:

- Chancery/Admin Building
- Circuit Courthouse
- Antebellum Courthouse
- District Attorney's Office
- Youth Services
- Justice Court
- Emergency Management
- Tax Office (Madison Annex)
- Citizens Services (West Center Street)
- Citizen Services (Hwy 22)

**RFP TABULATION
CLEANING COUNTY BUILDINGS
JULY 12, 2016**

	PREWITT CONTRACT SERVICES	HIGHLAND BUILDING SERVICES	PERFORMANCE PROS	JANI KING	FOSTER'S CLEANING SERVICE	LUCKETT
CHANCERY/ADMIN BUILDING	\$3,682	\$2,333	\$2,656.98	Not opened because turned in after 10 A.M. deadline	No bid	No bid
CIRCUIT COURTHOUSE	\$1,862	\$2,191	\$3,354.46			
ANTEBELLUM COURTHOUSE	\$916	\$605	\$865.85			
DISTRICT ATTORNEY'S OFFICE	\$622	\$891	\$752.17			
YOUTH SERVICES	\$622	\$891	\$865.60			
JUSTICE COURT	\$1,016	\$1,762	\$1,327.74			
EMERGENCY MANAGEMENT	\$800	\$891	\$752.17			
TAX OFFICE (MADISON)	\$1,052	\$850	\$1,138.10			
CITIZENS SERVICES (WEST CENTER)	\$650	\$605	\$865.60			
CITIZENS SERVICES (HWY 22)	\$635	\$891	\$865.60			
MONTHLY TOTAL	\$11,857	\$11,910	\$13,444.27			
YEARLY COST	\$142,284	\$142,920	\$161,331.24			

Mandatory Proposal Sheet

Cleaning of County Building

Monthly Price

Chancery/Administration Building	<u>\$3,682.00</u>
Circuit Courthouse	<u>\$1,862.00</u>
Antebellum Courthouse	<u>\$916.00</u>
District Attorney's Office	<u>\$622.00</u>
Youth Services	<u>\$622.00</u>
Justice Court	<u>\$1,016.00</u>
Emergency Management	<u>\$800.00</u>
Citizen Services (West Center St)	<u>\$650.00</u>
Citizen Services (West Peace St)	<u>\$635.00</u>
Tax Assessor & Collector (Madison)	<u>\$1,052.00</u>
Total For All Buildings	<u>\$11,857.00</u>

Steve Pruitt
7-11-16

Proposal Must Be Signed On The Next Page

Name of Company: Prewitt Contract Services, Inc.

Address: Mailing Address: P.O. Box 2268 Clinton, MS. 39060

Physical Address: 1219 Springridge Road, Clinton, MS. 39056

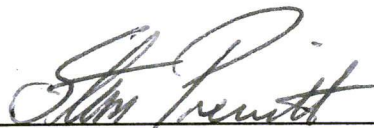
Contact Person: Stan Prewitt

Telephone Number: 601-924-3373

Cell Telephone Number: 601-594-2933

E-mail Address: stan@prewittcontract.com

Authorized Signature: _____


7-11-16

**MANDATORY PROPOSAL SHEET
CLEANING OF COUNTY BUILDINGS**

	<u>MONTHLY PRICE</u>
CHANCERY/ADMINISTRATION BUILDING	<u>2,333.00</u>
CIRCUIT COURTHOUSE	<u>2,191.00</u>
ANTEBELLUM COURTHOUSE	<u>605.00</u>
DISTRICT ATTORNEY'S OFFICE	<u>891.00</u>
YOUTH SERVICES	<u>891.00</u>
JUSTICE COURT	<u>1,762.00</u>
EMERGENCY MANAGEMENT	<u>891.00</u>
CITIZEN SERVICES (WEST CENTER STREET)	<u>605.00</u>
CITIZEN SERVICES (WEST PEACE STREET)	<u>891.00</u>
TAX ASSESSOR & COLLECTOR (MADISON)	<u>850.00</u>
TOTAL FOR ALL BUILDINGS	<u><u>11,910.00</u></u>

PROPOSAL MUST BE SIGNED ON THE NEXT PAGE

Name of Company: Highland Building Services, Inc.

Address: 137 Executive Drive, Suite B

Madison, Mississippi 39110

Contact Person: David Wright

Telephone Number: 601-668-8375

Cell Telephone Number: 601-953-8151

E-mail Address: dwright@highlandbuildingservices.com

Authorized Signature:

David Wright

MANDATORY PROPOSAL SHEET
CLEANING OF COUNTY BUILDING

* MONTHLY PRICE

CHANCERY/ADMINISTRATION BUILDING

\$2,656.98

CIRCUIT COURTHOUSE

\$3,354.46

ANTEBELLUM COURTHOUSE

\$865.85

DISTRICT ATTORNEY'S OFFICE

\$752.17

YOUTH SERVICES

\$865.60

JUSTICE COURT

\$1,327.74

EMERGENCY MANAGEMENT

\$752.17

CITIZEN SERVICES (WEST CENTER ST)

\$865.60

CITIZEN SERVICES (WEST PEACE ST)

\$865.60

TAX ASSESSOR & COLLECTOR (MADISON)

\$1,138.10

TOTAL FOR ALL BUILDINGS

\$13,444.27

* ALL PRICES INCLUDE COST OF PERFORMANCE BON.
AND TRASH BAGS.

Mark A. [Signature]

PROPOSAL MUST BE SIGNED ON THE NEXT PAGE

Name of Company: PERFORMANCE PROS

Address: 550 POST ROAD, #201

RIDGELAND, MS 39157

Contact Person: MARK PROPST

Telephone number: (601) 540-3446

Cell Telephone Number: (601) 540-3446

E-mail Address: markpropst@comcast.net

Authorized Signature: 



Jani-King of Jackson
254 Katherine Dr.
Suite B
Flowood MS, 39232
Phone (601) 968-9400
cmercante@janikinggr.com

United States

Alexandria • Atlanta • Augusta
Austin • Baltimore
Baton Rouge • Birmingham
Boston • Buffalo • Charleston
Charlotte • Chattanooga
Chicago • Cincinnati
Cleveland • Columbia-MO
Columbia-SC
Columbus • Dallas • Dayton
Denver • Detroit • Dothan
Eugene/Salem • Fort Myers
Fort Worth • Greensboro
Greenville/Spartanburg
Hampton Roads • Hartford
Hawaii • Houston
Huntsville • Indianapolis
Jackson • Jacksonville
Kansas City • Knoxville
Lafayette/Lake Charles
Las Vegas • Lexington
Little Rock
Los Angeles/Colton
Louisville • Macon
Madison • Memphis
Miami • Milwaukee
Minneapolis
Mississippi Coast
Mobile • Monroe
Montgomery • Myrtle Beach
Nashville • New Jersey
New Mexico • New Orleans
New York • Oklahoma City
Omaha • Orlando
Pensacola • Philadelphia
Phoenix • Pittsburgh
Portland • Raleigh/Durham
Reno • Rhode Island
Richmond
Roanoke/Lynchburg
SE Mississippi • Sacramento
Salt Lake City • San Antonio
San Diego
San Francisco/Oakland
Savannah • Seattle
Shreveport • Springfield
St. Louis • Tampa Bay
Tri-Cities • Tucson • Tulsa
Washington, D.C. • Wichita

Australia

Bahrain

Belgium

Brazil

Canada

France

Great Britain

Hong Kong

Mexico

New Zealand

Portugal

South Korea

Request for Proposals

Madison County, Mississippi Cleaning of County Buildings

Proposal due 10AM, 12 July 2016

Madison County Chancery Clerk's office

Madison County Chancery Courthouse Rooms

225-228, Second Floor

146 West Center Street

Post Office Box 608

Canton, MS 39046

Enmon Enterprises, LLC dba Jani-King of Jackson

254 Katherine Dr. Ste B

Flowood, MS 39242

Chance Mercante

Regional Director

cmercante@janikinggr.com

FILED
MADISON COUNTY

JUL 18 2016

RONNY LOTT, CHANCERY CLERK

BY Cliff Howard, P.C.

10:02

**PROPOSED
CONTRACT
BEINGS
ON
NEXT PAGE**

**JANITORIAL SERVICE CONTRACT
BETWEEN
MADISON COUNTY, MISSISSIPPI
AND
PREWITT CONTRACTING SERVICES**

This Janitorial Service Contract is made and entered into on this the ____ day of July 2016 by and between MADISON COUNTY, MISSISSIPPI (hereinafter called the "County"), and PREWITT CONTRACT SERVICES (hereinafter called the "Contractor").

In consideration of the following mutual agreements and covenants, the parties agree as follows:

1. The Contractor agrees to perform janitorial services as detailed in the attached RFP identified as Exhibit A at the county buildings listed in the attached Schedule of County Buildings for Cleaning identified as Exhibit B. Copies of Exhibit A and Exhibit B are attached and made a part of this contract by reference.
2. The specified janitorial services shall be performed five days per week, Monday – Friday.
3. This contract shall be for a period of four years year and shall automatically renew each year on the contract anniversary date unless one party provides the other party with 90-days written notice of its decision not to renew said contract.
4. This contract shall begin on the 1st day of August 2016.
5. The County agrees to pay the Contractor the monthly sum for \$11,857 for performing the janitorial services provided for under this contract, with said monthly charge to be paid within 45 days of receipt of monthly invoice.

The contracting parties through their duly authorized representatives hereby execute this contract on this the ____ day of July 2016.

MADISON COUNTY, MISSISSIPPI

PREWITT CONTRACT SERVICES

BY: _____

TREY BAXTER
PRESIDENT
MADISON COUNTY BOARD OF SUPERVISORS

BY: _____

STAN PREWITT
OWNER
PREWITT CONTRACT SERVICES

ATTEST:

RONNIE LOTT, CHANCERY CLERK

EXHIBIT A

REQUEST FOR PROPOSALS MADISON COUNTY, MISSISSIPPI CLEANING OF COUNTY BUILDINGS

PROPOSALS DUE 10 A.M., 12 JULY 2016

**MADISON COUNTY CHANCERY CLERK'S OFFICE
MADISON COUNTY CHANCERY COURTHOUSE ROOMS**

225-228, SECOND FLOOR

146 WEST CENTER STREET

POST OFFICE BOX 608

CANTON, MISSISSIPPI 39046

RFP PREPARATION

Madison County is requesting proposals from qualified janitorial companies for the cleaning of the county buildings described in this RFP. The information provided within this RFP is intended to provide interested contractors with sufficient information to submit proposals meeting the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant information. Contractors are responsible for making themselves familiar with each location and gathering any information needed to provide a complete proposal. Contractors are also responsible for following all specifications, terms, conditions, and instructions in the RFP.

There will be a pre-proposal meeting for all interested contractors at 10 A.M. on July 6. The meeting will begin in Room 205 of the Chancery Courthouse/Administration Building, and will include a tour of all of the Canton-area buildings.

Contractors may telephone 601-855-5503 or email hardy@madison-co.com for additional information.

Proposals must contain all of the following information. Supplemental information of the contractor's choosing should be referenced and included as attachments. All proposals shall be in a three-ring binder and tabbed to include the following sections:

1. Letter of Transmittal: The letter of transmittal shall include company name, address, telephone number(s) and email address(es) of contact person(s).
2. Company Resume: The company resume shall include three references from businesses. Provide contact information with references.
3. Service Plan: A written plan outlining how the Contractor will provide service to Madison County. The plan should include staffing, supervisors, work schedule, safety policies, security procedures, and any additional information the Contractor

deems relevant.

4. **Cost Proposal:** The contractor shall provide a cost proposal that includes all Required Services. The cost proposal shall be submitted on the County-Furnished Proposal Sheet included with this RFP and it shall be broken down by building.

5. **Insurance Requirements:** The Contractor shall provide proof of liability and personal injury insurance in an amount not less than \$1,000,000.

6. **Performance Bond:** – The Contractor shall be required to provide a performance bond in an amount equal to the amount of the contract.

7. **Licenses and Permits:** Contractors shall hold and provide copies of all appropriate licenses and permits required by the State of Mississippi.

CONTRACT TERM

The contract shall be for an initial term of 48 months and shall automatically renew under the same terms and conditions each year thereafter on the contract anniversary date unless one party has given the other party 90-days written notice of its intent to terminate the contract on the anniversary date.

Prices as submitted in the RFP shall remain in effect for the initial 48-month term of the contract. After the original 48-month term of the contract has expired the contractor may request a price adjustment. The price adjustment request must be submitted to the county in writing detailing the contractor's perceived need for such an increase. If the county rejects the contractor's price adjustment request, the contractor may then cancel the contract upon 90-days written notice.

The contract may be modified by the county upon 30 days written notice to delete any buildings that are removed from service. Any additional buildings that come under county control may be added to the contract by mutual consent of the county and the contractor.

SCOPE OF WORK

The Contractor shall clean the county buildings itemized on the "Schedule of Buildings for Cleaning." The buildings shall be cleaned five days per week (Monday – Friday). The cleaning services shall consist of the services outlined on the attached "Cleaning Services Schedule." All cleaning services shall be provided on the frequency level outlined in the "Cleaning Services Schedule."

The county will furnish all toilet paper, center-pull towels, multi-fold towels, liquid soap products, and urinal scented screens. The contractor shall be responsible for putting said county-furnished products in the appropriate dispensers as needed. The county-furnished products shall be stored in a janitorial closet in each building, to which the contractor will have a key.

All cleaning products not specifically itemized, including trash and garbage can liners, shall be provided by the contractor at its expense.

ALL PROPOSALS SHALL BE SUBMITTED ON THE COUNTY-FURNISHED PROPOSAL SHEET THAT IS THE LAST TWO PAGES OF THE RFP.

SCHEDULE OF BUILDINGS FOR CLEANING

BUILDING	ADDRESS	CITY	TELEPHONE	CONTACT
Chancery Courthouse/Admin	125 West North Street	Canton	601-855-5533	Danny Lee
Circuit Courthouse	128 West North Street	Canton	601-855-5540	Anita Wray
Antebellum Courthouse	Courthouse Square	Canton	601-855-5533	Danny Lee
District Attorney	339 North Liberty Street	Canton	601-855-5565	Redonna Burns
Youth Services	317 North Union Street	Canton	601-855-5682	Alicia Louisville
Justice Court	2961 South Liberty Street	Canton	601-855-619	Susan McCarty
Emergency Management	1633 West Peace Street	Canton	601-855-551	Butch Hammack
Tax Assessor & Collector Madison	171 Cobblestone Drive	Madison	601-499-2777	Leslie LaCour
Citizen Services	140 West Center Street	Canton	601-855-5711	Sharon Weathersby
Citizen Services	1005 West Peace Street	Canton	601-855-5728	Mary Johnson

DESCRIPTION OF SERVICE

FREQUENCY OF SERVICE

Restroom

Vanity Cleaned and Disinfected
Sinks Cleaned and Disinfected
Clean All Mirrors
Clean All Hardware on Sinks and Toilets
Sweep and Wet Mop Floors
Clean and Sanitize All Toilets, Urinals, Walls and Partitions
Refill All Paper and Soap
Empty Trash and Replace Liner

Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily

Kitchen/ Breakroom

Clean Countertops
Clean and Disinfect Sink
Clean Hardware
Refrigerator, Clean Front But Not The Inside
Microwave, Wipe Outside
Spot Clean Walls As Needed
Dust Mop Floor
Clean Tables
Dust Ceiling Air Vents
Dust High and Low (Ceiling to Baseboard)
Wet Mop Floor
(You are NOT responsible for cups, dishes or utensils)

Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Weekly
Weekly
Weekly/ As Needed

Hallway/ Common Area

Spot Clean Walls As Needed
Dust Mop Floor
Dust Ceiling Air Vents
Dust High and Low (Ceiling to Baseboard)
Dust Window Blinds
Dust Picture Frames
Clean Window(s)
Wet Mop Floor

Daily
Daily
Weekly
Weekly
Weekly
Weekly
Weekly
Weekly

Elevator

Spot Clean Walls
Dust Mop Floor
Clean Doors (Interior and Exterior)
Clean Button Panel
Dust Ceiling Air Vents
Dust High and Low (Ceiling to Baseboard)
Wet Mop Floor

Daily
Daily
Daily
Daily
Weekly
Weekly
Weekly

DESCRIPTION OF SERVICE

FREQUENCY OF SERVICE

Exterior Space/ Parking Lots

Pick Up Trash

Sweep or Blow Off Entrance(s) and Sidewalks

Remove Cigarette Butts Exterior Ashtrays

Daily/ As Needed

Daily/ As Needed

Daily/ As Needed

Contact Building and Grounds Department

Clean/ Repair Ceiling Light Fixtures

Repair Toilets, Water Fountains

Repair Doors/ Locks

General Repairs to Facility

As Needed

As Needed

As Needed

As Needed

EXHIBIT B

SCHEDULE OF BUILDINGS FOR CLEANING

BUILDING	ADDRESS	CITY	TELEPHONE	CONTACT
Chancery Courthouse/Admin	125 West North Street	Canton	601-855-5533	Danny Lee
Circuit Courthouse	128 West North Street	Canton	601-855-5540	Anita Wray
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Citizen Services	140 West Center Street	Canton	601-855-5711	Sharon Weathersby
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Mandatory Proposal Sheet

Cleaning of County Building

Monthly Price

Chancery/Administration Building	<u>\$3,682.00</u>
Circuit Courthouse	<u>\$1,862.00</u>
Antebellum Courthouse	<u>\$916.00</u>
District Attorney's Office	<u>\$622.00</u>
Youth Services	<u>\$622.00</u>
Justice Court	<u>\$1,016.00</u>
Emergency Management	<u>\$800.00</u>
Citizen Services (West Center St)	<u>\$650.00</u>
Citizen Services (West Peace St)	<u>\$635.00</u>
Tax Assessor & Collector (Madison)	<u>\$1,052.00</u>
Total For All Buildings	<u>\$11,857.00</u>

Steve Pruitt
7-11-16

Proposal Must Be Signed On The Next Page

Name of Company: Prewitt Contract Services, Inc.

Address: Mailing Address: P.O. Box 2268 Clinton, MS. 39060

Physical Address: 1219 Springridge Road, Clinton, MS. 39056

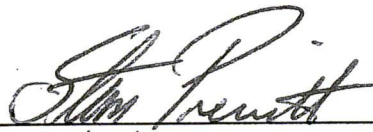
Contact Person: Stan Prewitt

Telephone Number: 601-924-3373

Cell Telephone Number: 601-594-2933

E-mail Address: stan@prewittcontract.com

Authorized Signature: _____


7-11-16