

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

This Janitorial Services Contract is made and entered into on this the \_\_\_\_\_ day of September 2020 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 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 1<sup>st</sup> day of October 2020.
5. The County agrees to pay Contractor the monthly sum of \$23,488 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 September 2020.

MADISON COUNTY, MISSISSIPPI

BY: \_\_\_\_\_

GERALD STEEN  
PRESIDENT  
MADISON COUNTY BOARD OF SUPERVISORS

PREWITT CONTRACT SERVICES

BY:  \_\_\_\_\_

STAN PREWITT  
PRESIDENT/OWNER  
PREWITT CONTRACT SERVICES

**MADISON COUNTY BOARD OF SUPERVISORS**  
**REQUEST FOR PROPOSALS**  
**EXHIBIT A**

**JANITORIAL SERVICES**

**PROPOSALS ARE DUE AT 10 A.M., SEPTEMBER 8, 2020**

**MADISON COUNTY CHANCERY CLERK'S OFFICE**

**125 WEST NORTH STREET (SECOND FLOOR)**

**CANTON, MISSISSIPPI 39046**

**POST OFFICE BOX 608**

**RFP PREPARATION**

Madison County is requesting proposals from qualified janitorial companies for the cleaning of 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 within the RFP.

There will be a pre-proposal meeting for all interested bidders at 9am, August 25, 2020. Interested bidders must confirm they will be present. The meeting will begin in the Board of Supervisors Conference Room on the first floor of the Administration Building, located at 125 West North Street, Canton, Ms. We will tour of all facilities.

Contractors may telephone Danny Lee at 601-842-9661 or email [danny.lee@madison-co.com](mailto:danny.lee@madison-co.com) with questions or additional information.

Proposals must contain the following information. Supplemental information of the contractor's choosing should be referenced and included as attachments.

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 that includes staffing, cleaning supplies, and equipment to meet all required services described within the Scope of Work and Schedule of Service.
5. **Insurance Requirements:** The Contractor shall provide proof of liability and personal injury insurance in an amount not less than \$1,000,000. Janitorial Staff **are not** employees of Madison County. Madison Counties insurance will not cover the Janitorial Staff or their Employer with any liability claims including COVID-19 exposure.
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. 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.

Once approved by the Madison County Board of Supervisors, the contractor must be prepared to begin Janitorial Services at all facilities on OCTOBER 1, 2020.

## **SCOPE OF WORK**

- The Contractor shall provide full-time staff from 7- 4 at each facility noted.
- The Contractor shall provide a mobile staff to provide cleaning service between 7am-12noon for each facility noted.
- The Contractor shall clean county buildings as outlined in Schedule of Service.
- The buildings shall be cleaned each day, (Monday – Friday).
- All cleaning services shall be provided on the frequency level outlined in the Schedule of Service.
- 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 county-furnished products in the appropriate dispensers as needed. The county-furnished products shall be stored in a janitorial closet in each building or Building and Grounds storage building.
- Contractor is responsible for informing Building and Grounds to replenish County provided supplies as needed. Building and Grounds will deliver supplies to the required facility.
- All cleaning products and equipment, including garbage can liners, shall be provided by the contractor at its expense.
- All proposals shall be submitted on the County furnished proposal sheet.
- If Contractors staff recognizes or exhibits systems of COVID-19, as defined by the CDC, that person will leave the County facility and be replaced with a new staff person within (2) two hours of notification.
- COVID-19 testing is required for any staff member that exhibits systems of COVID-19, as defined by the CDC. If Staff tested is positive for COVID-19, the Contractor will notify the County of positive results and plan for each facility exposed to be sanitized.

## EXHIBIT B

### **FULL-TIME STAFFING**

<b>Facilities</b>	<b>Full-time Staffing Requirements &amp; Hours</b>
Chancery/Administration	(2 full-time staff) 7am-4pm
Circuit Courthouse	(2 full-time staff) 7am-4pm
Justice Courthouse	(1 full-time staff) 7am-4pm
South Annex (Madison Office)	(1 full-time staff) 7am-4pm
Department of Human Services	(1 full-time staff) 7am-4pm

### **MOBILE STAFFING**

These facilities do not require full-time staffing but are required to be cleaned daily by the Contractors Mobile Staff between the hours of 7am -12noon.

#### **Facilities**

Emergency Management  
District Attorney  
Citizens Service (W. Center Street)  
Citizens Service (W. Peace St.)  
Historic Courthouse  
Youth Services  
Election Commission

### **RATES FOR ADDITIONAL STAFFING**

Janitorial Staff Member **\$15.00** per hour (**regular time**)

Janitorial Staff Member **\$22.50** per hour (**overtime**)

# MADISON COUNTY CLEANING SERVICES SCHEDULE

## DESCRIPTION OF SERVICE

## FREQUENCY OF SERVICE

### Office Space

Remove Trash	Daily
Replace Liner If Needed	Daily
Spot Clean Walls As Needed	Daily
Vacuum Carpet	Weekly/ As Needed
Dust Furniture	Weekly
Dust/Vacuum Chairs	Weekly
Dust Ceiling Air Vents	Weekly
Dust High and Low (Ceiling to Baseboard)	Weekly
Dust Window Blinds	Weekly
Dust Picture Frames	Weekly
Clean Window(s)	Monthly

### Receptionist Area

Clean Receptionist Glass	Daily
Dust Mop Floor	Daily
Clean Doors	Daily
Spot Clean Walls	Daily
Wet Mop Floor	Weekly
Dust/Vacuum Chairs	Weekly
Dust Ceiling Air Vents	Weekly
Dust High and Low (Ceiling to Baseboard)	Weekly
Dust Window Blinds	Weekly
Dust Picture Frames	Weekly
Clean Window(s)	Weekly

### Conference Rooms/ Courtrooms

Remove Trash	Daily
Replace Liner If Needed	Daily
Dust Furniture	Daily
Spot Clean Walls As Needed	Weekly/ As Needed
Vacuum Carpet	Weekly
Dust/ Vacuum Chairs	Weekly
Dust Ceiling Air Vents	Weekly
Dust High and Low (Ceiling to Baseboard)	Weekly
Dust Window Blinds	Weekly
Dust Picture Frames	Weekly
Clean Window(s)	Weekly

## DESCRIPTION OF SERVICE

## FREQUENCY OF SERVICE

### Restroom

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

### Kitchen/ Bathroom

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

### Hallway/ Common Area

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

## DESCRIPTION OF SERVICE

## FREQUENCY OF SERVICE

### 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

### 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

### Justice Court and County Court

Disinfecting/wiping touch points

Daily



Name of Company: Prewitt Contract Services, Inc

Address: 1219 Springridge Rd., Clinton, MS. 39056 (Physical)

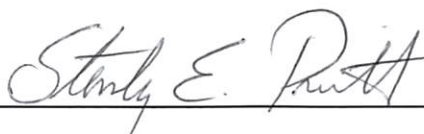
PO Box 2268, Clinton, MS. 39060 (Mailing)

Contact Person: Stan Prewitt or Reed Prewitt

Telephone Number: 601-924-3373

Cell Telephone Number: 601-594-2933 (Stan)

E-mail Address: [stan@prewittcontract.com](mailto:stan@prewittcontract.com) or [reed@prewittcontract.com](mailto:reed@prewittcontract.com)

Authorized Signature:  Date: 9-8-2020

**TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR  
JANITORIAL SERVICE:**

\$ 281,376.00 (Year 1)

\$ 281,376.00 (Year 2)

\$ 281,376.00 (Year 3)

\$ 281,376.00 (Year 4)

\$ 1,125,504.00 (Total for four-year contract)