

**Henderson County**  
**Recreation Department**



**Request for Proposals**  
**Park Custodial Services**

**Due Date:** Friday, April 26, 2019

**Time:** 3:00 PM EST

**Email:** [dguffey@hendersoncountync.org](mailto:dguffey@hendersoncountync.org)

PROPOSAL

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and terms and conditions and hereby declares that they will furnish the services called for in the manner prescribed for the following price:

Description	Cost Per Week
Trash Removal	
Cleaning of Restrooms	
Restock Paper Products	

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 30 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW**

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Name of Firm Submitting Proposal

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Signature of Firm Authorized Representative

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
Title

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

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

Henderson County, North Carolina  
**Recreation**  
RFP for Park Custodial Services

I. Purpose

The Henderson County Recreation department is seeking proposals to provide custodial services to the County parks.

II. Proposals Due

Friday, April 26, 2019 at 3:00 PM EST  
Henderson County Finance Department  
Attn: Doug Guffey  
113 North Main Street  
Hendersonville, NC 28792

Proposals will also be accepted via email at: [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

III. Scope of Work

a. Time

i. Weekdays (Monday-Friday)

1. The tasks described herein should be completed Monday through Friday by 9:00 AM EST

ii. Weekends (Saturday-Sunday)

1. The tasks described herein should be completed Saturday and Sunday by 8:00 AM EST

b. Removal of Trash

i. Shall empty and remove trash from approximately 70 trash cans which contain 60 gallon trash bags located at Jackson Park

ii. Once emptied trash will be disposed of in one of the two dumpster locations located within Jackson Park. Access to the dumpsters is open.

c. Cleaning of Park Restrooms

i. Restroom Locations

- a. Shelter 4
- b. Field 8/9
- c. Field 2
- d. Field 4
- e. Picnic Area

ii. Daily Tasks

- 1. Sweeping
- 2. Cleaning and disinfection of all surface areas daily including but not limited to toilets, sinks, doors, handles, mirrors, etc.

iii. Weekly Tasks

- 1. Mopping of the facilities will be required a minimum of 3 times a week. More may be required and will be at the discretion of the contractor with the Recreation Departments authorization.

d. Paper Products

i. Shall restock paper products provided by Parks staff at the following locations:

- a. Shelter 4
- b. Field 8/9
- c. Field 2
- d. Field 4
- e. Picnic Area

e. Terms & Conditions

**The following information must be included in the proposal:**

1. Proof of liability insurance. See Henderson County Insurance and Bond Requirements posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county> for the following:
  - a. Insurance (if appropriate) per Article 11
  - b. Bonds (if appropriate) per Article 12
2. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
3. Compliance with Purchase Order terms and conditions located at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
4. Proposed Contract signed by bidder and ready for County's signature.
5. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on the project should contact Doug Guffey (828) 694-5023.