

Notice to Bidders

**HINDS COUNTY BOARD OF SUPERVISORS
REQUEST FOR PROPOSALS JANITORIAL - CUSTODIAL SERVICE TERM CONTRACT
JUNE 1, 2015 THROUGH MAY 31, 2016
BID #05062015**

**Janitorial - Custodial Service Term Contract for Hinds County
Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201
Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201
Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154**

Hinds County Board of Supervisors

District 1 – Robert Graham, Supervisor

District 2 – Darrel McQuirter, Supervisor

District 3 –Peggy Hobson Calhoun, President

District 4 – Tony Greer, Vice President

District 5 – George S. Smith, Supervisor

County Administrator – Carmen Y. Davis

Chancery Clerk – Eddie Jean Carr

Ray Bryant-Director of Operations

Board Attorney – Pieter Teeuwissen

March 17, 2015

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LEGAL PUBLICATION

HINDS COUNTY BOARD OF SUPERVISORS

BID PROPOSALS FOR JANITORIAL - CUSTODIAL SERVICE CONTRACT JUNE 1, 2015 THROUGH MAY 31, 2016

BID #05062015

STATE OF MISSISSIPPI

COUNTY OF HINDS

Bids will be received by Hinds County Board of Supervisors Bid #05062015, for the Janitorial - Custodial Service Term Contract for Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201, Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201, and Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154.

This Bid will be an Electronic Sealed Bidding Process, Wednesday, May 6, 2015 at 9:00 AM CST in accordance with the specifications and procedures available with Electronic Auction Services, Inc. (EASI), or the Hinds County Chancery Clerk's Office of Eddie Jean Carr, Chancery Clerk, 316 South President Street, Jackson, MS 39201.

Bids will be taken by an Electronic Sealed bidding process only. Electronic Auction Services Inc. (EASI) is a service provider contracted by the County to facilitate the bidding process online. The Electronic Bid Process will accept bids on Wednesday, May 6, 2015 at 9:00 CST. All qualified participating Vendors/Suppliers must register at <http://ra.eauctionservices.com> if you intend to participate in the Electronic Sealed Bidding Event.

Specifications and procedures are available at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201, or by registering with Electronic Auction Services, Inc., at <http://ra.eauctionservices.com> and printing the required documents and bid package. **Vendors/Suppliers are required to register online with EASI at <http://ra.eauctionservices.com> in order to download and upload required documents.**

Vendors/Suppliers will also be required to submit completed Specification and Response packages to the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday, April 29, 2015 before 2:00 PM CST. Any responses and required documents not uploaded or submitted, or not received by the specified time will be rejected by the Hinds County Board of Supervisors. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

Pre-bid Conference & Site Reviews: A Pre-bid conference will be held on Tuesday, April 7, 2015, 10:00 AM CST, at the Hinds County Board of Supervisors, Board Room, 316 South President Street, Jackson, MS 39201 for all Vendors/Suppliers to obtain additional information and get responses to any questions regarding the bid specifications and process. Any Vendors/Suppliers not able to make the dates listed in section #10, an alternate date can be set for Friday, April 10, 2015 through Tuesday, April 14, 2015. Although the pre-bid conference is not mandatory, the site reviews of all locations are required.

The Hinds County Board of Supervisors: Any Electronic Bid and Specification Response Package submitted by any Vendors/Suppliers, which fails to conform to the essential requirements of the specifications, will be rejected. In discretionary cases, the Hinds County Board of Supervisors shall be the determining factor in whether specifications are met. Specification Response Packages must be answered completely. Any individual duly authorized to bind the bidder must sign or acknowledge electronically, (when permitted) each Specification Response Package.

The Hinds County Board of Supervisors reserves the right to reject all bids. The Hinds County Board of Supervisors reserves the right to accept bids based on the total evaluated bid. The Contract will be awarded to the responsible bidder submitting the lowest and the best-evaluated bid complying with the specifications. **The awarding Vendor/Supplier will be required to provide the Hinds County Board of Supervisors a performance bond for the term of the work.**

Eddie Jean Carr, Chancery Clerk

Publication Date(s) **Jackson Advocate: Thursday, March 26, 2015 & Thursday, April 2, 2015**

HINDS COUNTY BOARD OF SUPERVISORS
BID PROPOSALS FOR JANITORIAL - CUSTODIAL SERVICE CONTRACT
JUNE 1, 2015 THROUGH MAY 31, 2016
BID #005062015

GENERAL

1. **Bids will be received by Hinds County Board of Supervisors Bid #05062015**, for the Janitorial - Custodial Service Term Contract for Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201, Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201, and Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154.
2. The Bid will be for Janitorial - Custodial Service Term Contract for the Janitorial - Custodial Service Term Contract for Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201, Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201, and Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154. The term of the contract will run from JUNE 1, 2015 through MAY 31, 2016 with the option for a renewal of the contact for one (1) additional year. The County is asking for bid proposal on a three (3) day service and a five (5) day service at all locations and described in detail within this bid specification document.
3. This Bid will be an Electronic Sealed Bidding Process, Wednesday, May 6, 2015 at 9:00 AM CST in accordance with the specifications and procedures available with Electronic Auction Services, Inc. (EASI), or the Hinds County Chancery Clerk's Office of Eddie Jean Carr, Chancery Clerk, 316 South President Street, Jackson, MS 39201.
4. **Bids will be taken by an Electronic Sealed bidding process only.** Electronic Auction Services Inc. (EASI) is a service provider contracted by the County to facilitate the bidding process online. An Electronic Bid Process will accept bids on Wednesday, May 6, 2015 at 9:00 AM CST. All qualified participating Vendors/Suppliers must register at <http://ra.eauctionservices.com> if you intend to participate in the Electronic Sealed Bidding Event.
5. An initial bid is due on-line on Wednesday, May 6, 2015 at 9:00 AM CST.
6. Specifications and procedures are available at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201, or by registering with EASI at <http://ra.eauctionservices.com> and printing a bid package. **All Vendors/Suppliers will be required to register online with EASI at <http://ra.eauctionservices.com> in order to download and upload required documents.**
7. Registered Vendors/Suppliers will receive a formal invitation to the bid in the specified event via email and may receive other invitations to bid in future events as those opportunities arise. Vendors/Suppliers who accept their formal invitation to bid will be contacted for training. This training usually requires approximately 15 minutes via phone with the person or persons who registered with Electronic Auction Services Inc. for placing bids online.
8. **Performance Bond:** The awarding supplier will be required to provide a performance bond in this project. The Bond should be the net amount of five percent (5%) of the net bid amount payable to the Hinds County Board of Supervisors. **The awarded Supplier/Vendor will be required to provide the Performance Bond upon signing of the Contract.**
9. **Pre-bid Conference: Site Surveys: A Pre-bid Conference will be Tuesday, April 7, 2015, 10:00 AM CST, at the Hinds County Board of Supervisors, Board Room, 316 South President Street, Jackson, MS 39201.** Vendors/Suppliers will be able to obtain any additional information and get responses to any questions regarding the bid specifications and process. Comments made during this conference will have no validity unless substantiated in writing by the County Administrator following the conference in the form of an addendum. Proposers are asked to review the following information and present in writing any questions that can be addressed in the conference for clarification and/or correction to all proposers. All items discussed or presented during the conference needing clarification and/or correction will be addressed in an addendum to the specifications as stated below. **Although the conference is not mandatory, Site Surveys will be mandatory for the bid project.**

10. Site Surveys: Site Surveys can be completed on Tuesday, April 7, 2015, from 1:00 PM CST through 4:00 PM and alternate dates of Friday, April 10, 2015 through Tuesday, April 14, 2015, 9:00 AM CST through 4:00 PM, at all locations. All Vendors/Suppliers requesting site surveys will be required to complete the form online prior to making surveys by registering online with EASI at <http://ra.eauctionservices.com>

a. All Vendors/Suppliers will be required to make site surveys of the locations on the dates as stated above. Suppliers will complete and supply the information requested for any employee of the Vendor/Supplier making the site survey prior to making the survey by completing the form called Site Survey Request with the following information at <http://ra.eauctionservices.com>. All requests for Site Surveys must be completed before 4:00 PM CST, Tuesday, April 14, 2015.

1. Company Name:
2. Company Address and Phone #:
3. Employee Name or Names attending the Site Survey:
4. Employee Position with Company:
5. Time requested for survey and time needed.

b. **Any Vendors/Suppliers not able to make the dates listed in section #10, an alternate date can be set for Friday, April 10, 2015 through Tuesday, April 14, 2015, 9:00 AM CST through 4:00 PM.**

11. Contact information EASI: Suppliers having questions in regards to registration with Electronic Auction Services, Inc. (EASI), printing documents, bid packets online, required documents for specification response packages, uploading any documents, or completing site survey request forms, please contact the following:

Frank Jackson, Agent
Electronic Auction Services, Inc.
Phone: 601-665-4084
Cell: 769-798-6803
Email: fjackson@eauctionservices.com

12. Project Managers Contact Information Hinds County: Suppliers/Vendors having questions in regards to the specifications or qualifications or any item of the RFP may contact in writing to the following:

Mrs. Carmen Y. Davis
County Administrator
Hinds County Board of Supervisors
Post Office Box 686
Jackson, MS 39205
Email: cdavis@co.hinds.ms.us

Mr. Ray Bryant
Director of Operations
Hinds County Board of Supervisors
Post Office Box 686
Jackson, MS 39205
Email: rbryant@co.hinds.ms.us

13. Specification Responses: Specification Responses must be submitted with one (1) original and two (2) copies in writing for each Cleaning Schedule (Three "3" Day Cleaning Schedule and Five "5" Day Cleaning Schedule) as stated in this Notice to Bidders and Specifications. Vendors/Suppliers will be required to submit completed Specification and Response packages to the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday, April 29, 2015 before 2:00 PM CST.

Any responses and required documents not submitted, or not received by the specified time will be rejected by the Hinds County Board of Supervisors. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

Specification Responses mailed or sent by courier will be due at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday, April 29, 2015, before 2:00 PM CST.

Specification Responses shall be submitted in a sealed envelope, and must be marked as follows:

BID PROPOSALS FOR JANITORIAL - CUSTODIAL SERVICE CONTRACT JUNE 1, 2015 THROUGH MAY 31, 2016, BID #05062015.

Firm Name: _____

Person Completing Documents: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Date: _____

Telephone No: _____ E-mail: _____

Signature of Individual Completing Documents: _____

14. Addenda and Interpretations:

- a. Should a bidder find any discrepancies in, or omissions in the Specifications or should be in doubt as to their written meaning, they should at once notify Mrs. Carmen Davis, Hinds County Administrator, or Ray Bryant Director of Operations who will send a written instruction of interpretation to known holders of the documents. The Hinds County Board of Supervisors will not be responsible for any oral instructions.
- b. Addenda to Specifications issued before the time of bidding shall be included in the Bid and will become a part of the awarded Contract.

15. Laws and Regulations: The bidder's attention is directed to the fact that all applicable State laws, County ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout, and they will be deemed to be included in the contract the same as herein written out in full. If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the Electronic opening of bids at the advertised date and time, all bids received shall be publicly opened and taken on line on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Suppliers, upon submission of a Bid Proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency because of a Force Majeure Event. Vendors/Suppliers shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

16. Minority Participation: It is the intent of Hinds County, Mississippi, in the interest of providing equal opportunity and participation to all segments of the community, to achieve a goal of minority participation in all activities and projects constructed or sponsored by Hinds County. In furtherance of this, thirty percent (30%) minority/minority business participation is required in connection with all services/commodities provided in connection with this activity/project. It is the intent of Hinds County that this participation be construed to mean that at least thirty percent (30%) of the services and or commodities provided in this project shall be provided by a minority business and that said minority business shall receive at least thirty percent of the compensation paid by Hinds County for the services/commodities rendered in connection with this activity/project.

Pursuant to State law, "minority business" is defined as a business, which is owned by a person who is a citizen or lawful permanent resident of the United States and who is:

- (i) Black: having origins in any of the black racial groups of Africa.
- (ii) Hispanic: of Mexican, Puerto Rican, Central or South American, or other Spanish or Portuguese culture, or origin, regardless of race.
- (iii) Asian American: having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
- (iv) American Indian or Alaskan Native: having origins in any of the original people of North America.

All persons/entities wishing to provide services/commodities to Hinds County shall submit a specific hand written statement describing their status and the manner in which they propose to comply with this provision with their Specification Response Package due on Wednesday, April 9, 2015.

Failure to demonstrate compliance to the satisfaction of Hinds County shall result in a Bid Proposal being deemed non-responsive to the specifications required by Hinds County for the fulfillment of this activity/project.

Following the acceptance of a proposal for the bid as specified, the successful bid candidate shall, within fifteen (15) days of such acceptance, substantiate compliance with these provisions by submitting a second written statement delineating the specific method(s) of compliance, including identities and areas of participation of minority participants.

The Hinds County Board of Supervisors shall have the authority and discretion to determine whether a proposal is responsive to this statement of intent.

- 17. BID CONFORMATION:** Any Specification Response package, which fails to conform to the essential requirements of the specifications, shall be rejected. In discretionary cases, the Hinds County Board of Supervisors shall be the determining factor in whether specifications are met. Electronic Bids must be as per plans and specifications or they will automatically be rejected. An individual duly authorized to bind the bidder must sign or acknowledge each Specification Response package. Prices placed the day of the Electronic Bid Event, Wednesday, May 6, 2015 at 9:00 AM CST must include all material, delivery, performance of contract as stated in this Notice to Bidders and Specification package required to complete this Bid Project in its entirety. Bids must meet or exceed all specifications.

Hinds County is tax exempt and no taxes are to be included in the pricing numbers. Sales Tax and Federal Excise Tax are not to be included in the bid price. Any pricing that would contain taxes shall be exclusive of all such taxes, and will be so construed.

The Hinds County Board of Supervisors reserves the right to reject any part of, or all bids.

- 18. Scope of Project:** The Bid will be for Janitorial - Custodial Service Term Contract for three (3) locations. The Janitorial - Custodial Service Term Contract for Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201, Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201, and Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154. The term of the contract will run from June 1, 2015 through May 31, 2016 with the option for a renewal of the contract for one (1) additional year. The County is asking for bid proposal on special services to be completed during regular hours and finalized after closing hours with a three (3) day service and a five (5) day service at all locations and describe in detail within this bid document.

- A. Option to Renew:** The Hinds County Board of Supervisors reserves the right to renew the contract for an additional term from June 1, 2016 through May 31, 2017. Notice shall be given to the awarded Vendor/Supplier sixty (60) days prior to May 30, 2016, if the County exercises the option to renew the current contract for an additional period of twelve months from the termination date.
- B. Vendors/Suppliers** shall familiarize themselves with all bid documents before they submit a proposal. They should familiarize themselves with the requirements requested by the Hinds County Board of Supervisors, as stated in this document.
- C. The Hinds County Board of Supervisors is requesting the following:**
1. Each location will require the submission of two (2) schedules as indicated in this document. All items need to be marked with a yes or no. Each location will be bid in a lump sum bid per month for three (3) day service and five (5) day service. The price for each location for the three day service and five day service will be ranked on total price of all locations. This bid will be awarded to one Vendor/Supplier for all locations. The Hinds County Board of Supervisors reserves the right to reject any and all proposals. The Contract will be awarded to the responsible vendor/contractor submitting the overall best response to the RFP complying with the specifications, and fitting the needs of the county.
 2. The County is requesting that the services be completed during normal business hours on the three (3) day schedule and five (5) day schedule with the awarded company provide one (1) or more employee to be on site daily for the downtown buildings and one (1) or

more employee for the Raymond locations. The purpose of this would be to complete daily services, general cleaning for offices, bathrooms, and common areas. All offices and areas that may be locked after hours shall be cleaned during the open hours of the County. **The Vendor/Supplier is to submit with their responses as to how many employees will be on site each day for each schedule.**

3. The Vendor/Supplier shall provide its own equipment to complete the Janitorial services and the County shall provide and adequate storage facility in each location for such.
4. The County wants to look at proposal with the following options.
 - a. **Option A:** Vendor/Supplier furnishing all materials, Plastic and Paper, Soaps, Sanitizers, Deodorants, Tissue, Paper Towels, and all materials and cleaning materials required in each building for a normal work environment. **The County will provide a secure location for supplies to be stored in each location.**
 - b. **Option B:** County will provide all materials as stated in option A. and will be provided to the Vendor/Supplier. It will be the responsibility of the awarded Vendor/Supplier to refill all dispensers in all buildings daily. Vendor/Supplier will be responsible to make sure all dispensers are kept filled and an adequate supply is furnished for daily use by the employees of the County.
- D. The Hinds County Board of Supervisors is requesting One (1) original and two (2) copies on each location and cleaning schedule. Each Vendor/Supplier will need to complete one (1) cleaning schedule for each building and each cleaning schedule (3 day and 5 day). In conjunction with this, all schedules one (1) original and two (2) copies of each schedule and each building. Schedules and comments need to be returned in the Specification response package.

SCOPE OF SERVICES

A. BUILDING INFORMATION

1. **Janitorial-Custodial Service Term Contract for the Hinds County Chancery Court Building, located at 316 President Street, Jackson, MS 39201.**
 - a. Location (A) is a (4) four story building which has six (6) large public restrooms and (26) twenty-six small and private restrooms. The remainder of the building has secured public areas and secured offices that must be locked and secured after cleaning in the evening.
2. **Janitorial-Custodial Service Term Contract for Hinds County Circuit Courthouse, located at 407 E. Pascagoula Street, Jackson, MS 39201.**
 - a. Location (B) is a (5) five story building which has ten (10) large public restrooms and (35) thirty-five small and private restrooms. The remainder of the building has secured public areas and secured offices that must be locked and secured after cleaning in the evening.
3. **Janitorial-Custodial Service Term Contract for the Raymond Court House and Annex building located at 127 W. Main Street, Raymond, MS 39154.**
 - a. Location (C) is a two (2) story building and an annex building on the lower level which has (4) four large public restrooms and (7) small and private restrooms. The remainder of the building has secured public areas and secured offices that must be locked and secured after cleaning in the evening.

B. PROPOSAL DOCUMENTATION

The following documentation must be provided to respond to all parts of this BID PROPOSAL:

- All documents must be completed and returned in this package as stated in Specification Response.
- Experience: describe your company's experience in the Janitorial and Custodian business, contract experience for Public entities and Public Buildings.
- In the event Vendor/Supplier sub-contracts any requested services, Vendor/Supplier shall provide to the County all required documentation regarding said sub-contractor
- Vendor must be a Company or Corporation registered with the State of Mississippi.
- The Principals of the Company or Corporation shall have a minimum of five (5) years prior experience with the type services for the same type of operations and have been in existence for at least five (5) years.
- Vendor shall provide a list of Names, Addresses and Contacts of three (3) current clients or commercial projects completed or evidence of equivalent experiences that you believe have similar exposure to those of Hinds County Board of Supervisors.
- Company will be required to submit information on principals and employees assigned to project for background checks. The following will be requested.
 - Company Name:
 - Company Address and Phone #:
 - Employee Name and Date of Birth:
 - Social Security Number:
 - Employee Position with Company:

See Next Page for 3 and 5 day Service Sheets

C. CLEANING SCHEDULES

Hinds County Chancery Court Building Three (3) day Cleaning Schedule

1. Offices	Times per week	YES	NO
- Dusting including window ledges	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
2. Lobby, Lounges, & Common Areas			
- Clean & sanitize drink fountains	Three days a week	_____	_____
- Dust hard surface floors	Three days a week	_____	_____
- Damp mop floors, base boards, and corners	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Vacuum carpeted floors, mats, & runners	Three days a week	_____	_____
- Clean all entrance doors glass	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
- Outside common areas, garbage cans etc.	Three days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Three days a week	_____	_____
- Dust mop hard surface floors	Three days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Three days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Three days a week	_____	_____
- Clean & sanitize all fixtures	Three days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Three days a week	_____	_____
- Clean hand basins and countertops	Three days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Three days a week	_____	_____
- Spot clean all walls, doors & partitions	Three days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors and baseboards	Three days a week	_____	_____
- Clean & sanitize all toilet bowls	Three days a week	_____	_____
- Clean & sanitize all urinals	Three days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

Hinds County Chancery Court Building Five (5) day Cleaning Schedule

1. Offices	Times per Week	Yes	No
- Dusting including window ledges	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
2. Lobby, Lounges & Common Areas			
- Clean & sanitize drink fountains	Five days a week	_____	_____
- Dust hard surface floors	Five days a week	_____	_____
- Damp mop floors, baseboards, and corners	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Clean all entrance doors glass	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
- Outside common areas, garbage cans, etc.	Five days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Five days a week	_____	_____
- Dust mop hard surface floors	Five days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Five days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Five days a week	_____	_____
- Clean & sanitize all fixtures	Five days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Five days a week	_____	_____
- Clean hand basins and countertops	Five days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Five days a week	_____	_____
- Spot clean all walls, doors & partitions	Five days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors	Five days a week	_____	_____
- Clean & sanitize all toilet bowls	Five days a week	_____	_____
- Clean & sanitize all urinals	Five days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

Hinds County Circuit Courthouse: Three (3) day Cleaning Schedule

	Times per week	YES	NO
1. Offices			
- Dusting including window ledges	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Clean blinds	Three days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
2. Lobby, Lounges & Common Areas			
- Clean & sanitize drink fountains	Three days a week	_____	_____
- Dust hard surface floors	Three days a week	_____	_____
- Damp mop floors, base boards, and corners	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Three days a week	_____	_____
- Clean all entrance doors glass	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
- Outside common areas, garbage cans, etc.	Three days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Three days a week	_____	_____
- Dust mop hard surface floors	Three days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Three days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Three days a week	_____	_____
- Clean & sanitize all fixtures	Three days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Three days a week	_____	_____
- Clean hand basins and countertops	Three days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Three days a week	_____	_____
- Spot clean all walls, doors & partitions	Three days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors and baseboards	Three days a week	_____	_____
- Clean & sanitize all toilet bowls	Three days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

Hinds County Circuit Courthouse: Five (5) day Cleaning Schedule

1. Offices	Times per Week	Yes	No
- Dusting including window ledges	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
2. Lobby, Lounges & Common Areas			
- Clean & sanitize drink fountains	Five days a week	_____	_____
- Dust hard surface floors	Five days a week	_____	_____
- Damp mop floors, baseboards, and corners	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Clean all entrance doors glass	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
- Outside common areas, garbage cans, etc.	Three days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Five days a week	_____	_____
- Dust mop hard surface floors	Five days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Five days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Five days a week	_____	_____
- Clean & sanitize all fixtures	Five days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Five days a week	_____	_____
- Clean hand basins and countertops	Five days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Five days a week	_____	_____
- Spot clean all walls, doors & partitions	Five days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors	Five days a week	_____	_____
- Clean & sanitize all toilet bowls	Five days a week	_____	_____
- Clean & sanitize all urinals	Five days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

Hinds County Court House and Annex, Raymond: Three (3) day Cleaning Schedule

	Times per week	YES	NO
1. Offices			
- Dusting including window ledges	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Clean blinds	Three days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
2. Lobby, Lounges & Common Areas			
- Clean & sanitize drink fountains	Three days a week	_____	_____
- Dust hard surface floors	Three days a week	_____	_____
- Damp mop floors, base boards, and corners	Three days a week	_____	_____
- Empty wastebaskets	Three days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Three days a week	_____	_____
- Clean all entrance doors glass	Three days a week	_____	_____
- Spot clean all walls and doors	Three days a week	_____	_____
- Outside common areas, garbage cans, etc.	Three days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Three days a week	_____	_____
- Dust mop hard surface floors	Three days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Three days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Three days a week	_____	_____
- Clean & sanitize all fixtures	Three days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Three days a week	_____	_____
- Clean hand basins and countertops	Three days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Three days a week	_____	_____
- Spot clean all walls, doors & partitions	Three days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors	Three days a week	_____	_____
- Clean & sanitize all toilet bowls	Three days a week	_____	_____
- Clean & sanitize all urinals	Three days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

Hinds County Court House and Annex, Raymond: Five (5) day Cleaning Schedule

1. Offices	Times per Week	Yes	No
- Dusting including window ledges	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Clean blinds	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
2. Lobby, Lounges & Common Areas			
- Clean & sanitize drink fountains	Five days a week	_____	_____
- Dust hard surface floors	Five days a week	_____	_____
- Damp mop floors, baseboards, and corners	Five days a week	_____	_____
- Empty wastebaskets	Five days a week	_____	_____
- Vacuum carpeted floors, mats & runners	Five days a week	_____	_____
- Clean all entrance doors glass	Five days a week	_____	_____
- Spot clean all walls and doors	Five days a week	_____	_____
- Outside common areas, garbage cans, etc.	Five days a week	_____	_____
3. Floors – Tiles, Carpet, Mats & Runners			
- Damp mop floors	Five days a week	_____	_____
- Dust mop hard surface floors	Five days a week	_____	_____
- Spot clean spills and stains (floors & carpet)	Five days a week	_____	_____
4. Restrooms			
- Clean all glass & mirrors	Five days a week	_____	_____
- Clean & sanitize all fixtures	Five days a week	_____	_____
- Empty, clean & sanitize all disposal containers	Five days a week	_____	_____
- Clean hand basins and countertops	Five days a week	_____	_____
- Refill dispensers (soap, tissues, towel, sanitary, etc.)	Five days a week	_____	_____
- Spot clean all walls, doors & partitions	Five days a week	_____	_____
- Sweep, damp mop, & sanitize all hard surface floors	Five days a week	_____	_____
- Clean & sanitize all toilet bowls	Five days a week	_____	_____
- Clean & sanitize all urinals	Five days a week	_____	_____
5. Other special cleaning when needed			
- Strip, clean & wax tile floors	When Needed	_____	_____
- Clean blinds (minimum 1 time each 3 months)	When Needed	_____	_____
- Air & Dust Vents (minimum 1 time each 3 months)	When Needed	_____	_____
- Shampoo Carpets (minimum 1 time each 6 months or as needed.)		_____	_____
- Clean Light Fixtures (minimum 1 time each month or as needed.)		_____	_____

6. All vendors must provide at least (5) current references.

7. Upon request items that are not part of the existing contract, shall be submitted under separate pricing, considered for approval, and billed under a separate purchase order.

DOCUMENTS REQUIRED PRIOR TO SIGNING CONTRACTS

- A. Performance Bond - Immediately after proposals have been received, and successful vendor(s) determined, each successful vendor (in the amount of 5% of the net bid) shall furnish to the Board in duplicate a Performance Bond, if required.
- B. If the successful bidder is a domestic or foreign corporation, the person signing such contract for said corporation as agent may be requested to file legal evidence of his authority to do so.
- C. Certificate of Workers Compensation - In contracts for actual service contracts, successful vendors/contractors must comply with all applicable workers' compensation laws and furnish a copy of an unexpired State of Mississippi Certificate of Workman's Compensation.
- D. Certificate of Insurance – Commercial general liability including standard products liability and property damage insurance in amount of \$500,000 for damages to property; \$500,000 for injuries (including death) and damages to property in any one accident. Such insurance is required to remain in effect throughout the term of the contract. If the Vendor/Supplier fails to maintain and keep in force any insurance herein required, the Board may, at its option, secure suitable insurance on behalf of the Vendor/Supplier, who shall reimburse the Board for all payments necessary to keep in force such insurance and for all expenses incurred by the Board in securing the insurance.
- E. The certificate of insurance shall contain a provision that coverage, as afforded under the policies, will not be cancelled until at least thirty (30) days prior written notice has been delivered to the Board President. In addition, such certificates shall contain a waiver of subrogation.
- D. The Vendor/Supplier shall agree to indemnify, save and hold harmless the Board and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of what-so-ever nature or character arising out of its use or operation of the facility or by reason of the executive or performance of the duties and obligations of the Vendor/Supplier. Such hold harmless shall include but not be limited to naming the Hinds County Board of Supervisors as an additional insured on all insurance contracts stated above and evidencing it by way of a standard insurance certificate prior to commencement of the Contract.

Attachment

Certificate of Insurance

(Include copy of Declaration Page for all Policies)

General Liability	
Insurance Agency _____	
Address _____	
_____ Phone _____	
Policy # _____	Effective Date _____
Limit of Liability:	
Any One Occurrence \$ _____	Aggregate \$ _____
Check one: Occurrence _____	or Claims Made _____
Amount of Deductible \$ _____	

SUPPLEMENTAL GENERAL CONDITIONS

1.0 LIABILITY AND INDEMNITY

1.1 Vendor/Supplier shall be responsible for all damages and all liability to both public and private property in the performance of its duties under the Contract, and shall report such damages to the County as soon as possible.

YES NO

1.2 Vendor/Supplier does further indemnify and save harmless the Hinds County Board of Supervisors, its officers, agents, representatives, employees, and attorneys from and against any and all losses and claims, demands, payments, suits, actions and judgments of every kind. Including, without limitation, attorneys fees and expenses for the total cost of review and defending same, that may be brought or recovered against them by reason of any action or omission of the Vendor/Supplier, its agents or employees (including those of any of his sub-contractors) in the performance of work under this Contract.

YES NO

2.0 INSURANCE

2.1 Vendor/Supplier shall maintain general liability insurance which shall remain in full force and effect throughout the term of the Contract, and any extension hereof, in an amount of not less than \$500,000.00. Such insurance shall cover all operations under the Contract, whether such operations are by Contractor, or by any sub-contractor, or by anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable.

YES NO

2.2 Vendor/Supplier shall maintain in full force and effect throughout the term of the Contract, and any extension hereof, statutory worker's compensation insurance for all employees, including those of any subcontractor, utilized in the performance of the Contract.

YES NO

2.3 All insurance or bonds required under the terms of this Contract and the Bid Specifications and General Requirements shall be issued by a company licensed to do business in the State of Mississippi.

YES NO

3.0 WORK AREA AND SAFETY

The Vendor/Supplier will be responsible for establishing and properly maintaining a safe work area without obstructing existing operations.

YES NO

4.0 CANCELLATION CLAUSE

In the event the Vendor/Supplier shall for any reason or through any cause is in default of the terms of this contract, the Hinds County Board of Supervisors may give the Vendor/Supplier written notice of such default by personal or Certified Mail. Vendor/Supplier shall have fourteen (14) days from the date such notice is delivered to cure such fault. Upon failure to cure the fault, the County may immediately cancel and terminate the contract.

YES NO

5.0 PROTECTION OF ENVIRONMENT Contractor must conduct his operations in a manner to protect the public from hazardous, noxious, or objectionable substances that could be harmful or obnoxious to the public or the environment.

YES NO

6.0 INDEPENDENT CONTRACTOR:

At all times and under all conditions the Vendor/Supplier and all sub-contractors shall be independent Contractors and shall not represent themselves in any way as agents of the County. As independent contractors, Contractor and all sub-contractors are not entitled to any County Employment benefits.

YES NO

ORIGINAL SPECIFICATION PACKET

The Hinds County Board of Supervisors reserves the right to reject, in whole or in part, all proposals received as a result of this Request for Proposals. The Hinds County Board of Supervisors will neither pay for any information requested herein nor be responsible for any costs incurred by any proposer. All responses to the RFP shall become the property of the Hinds County Board of Supervisors upon submission. The Hinds County Board of Supervisors reserves the right to negotiate the final price subsequent to the submission of completed proposals from the selected qualified proposers.

THE SELECTION PROCESS

- 1. The selection of proposers for contract will be made using the following process:
 - a. In order to be initially selected, the proposers must meet the Minimum General Terms and Conditions as included in the RFP.
 - b. After the conditions outlined in A. are met, the County Administrator, the Purchasing Clerk and any other designees as so appointed, will rank proposers. This ranking will be based on the following criteria:

1) Price	50 Points
2) Experience	25 Points
3) Technical	15 Points
4) Financial Stability	10 Points
Total	100 Points

- 2. Final award will be made to the proposer who meets the above state selection sequences and is judged best able to provide services to Hinds County Citizens.
- 3. Proposals that do not meet the mandatory requirements will be considered non-compliant and rejected. After the evaluation of the proposals and the selection of the successful contractor, the proposer and Hinds County may then negotiate a contract acceptable to the parties. The contract entered into shall incorporate the General Conditions and Specifications contained herein as well as agreed modifications contained in the accepted proposal.

SUBMISSION DATA

Specification Responses must be submitted with one (1) original and two (2) copies for each for each Plan package in writing as stated in this Notice to Bidders and Specifications. Vendors/Suppliers will be required to submit completed Specification and Response packages to the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday April 29, 2015 before 2:00 PM CST.

4. Any responses and required documents not submitted, or not received by the specified time will be rejected by the Hinds County Board of Supervisors. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

5. **Specification Responses mailed or sent by courier will be due at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday April 29, 2015 before 2:00 PM CST. All documents must be completed and returned in this package.**

6. **Hinds County Vendor Application** – To be completed if you are not a current approved Vendor with Hinds County Board of Supervisors. Can be downloaded and completed.
- **Notice to Bidders** – Must be completed and signed with your Company information as requested. Return Pages 5-20, along with General Supplemental conditions in written format and the Hinds County Vendor Application. (can be printed from EASI website)
 - **Non-Collusion Affidavit** – Must be completed and returned with one original and two (2) copies as stated in documents.
 - **General Conditions 28.0** – General and supplemental conditions (Pages 9-20) to be included in written format as required.

AWARD CRITERIA

The County will review and evaluate all proposals based on the following criteria:

- A. In order to be initially selected, the proposers must meet the Minimum General Terms and Conditions as included in the RFP.
- B. After the conditions outlined in A. are met, the County Administrator, the Purchasing Clerk and any other designees as so appointed, will rank proposers. This ranking will be based on the following criteria:

1) Price	50 Points
2) Experience	25 Points
3) Technical	15 Points
4) Financial Stability	10 Points
Total	100 Points
- C. Experience & references in the Commercial Janitorial and Custodian Services consistent with this RFP. Preference will be given to proposals that can demonstrate five (5) or more years of experience in conducting such business.
- D. Overall response to bid package documents
- E. Performance Bond & Cost

WRITTEN CONTRACT

The successful bidder will be required to execute a written contract in a form and substance acceptable to the Hinds County Board Attorney. The terms will reflect bid specifications and standard indemnity provisions acceptable to the County.

GENERAL CONDITIONS

INTENT: General Conditions cover the governing conditions and factors applicable in whole or in part of this Contract or Contracts.

CONTRACT DOCUMENTS: Contract documents mean collectively all of the portions of this Contract: Notice of advertisement, Instructions to Vendors/Contractors, Contract, Bonds, General Conditions, Addendums, and Specifications.

LOCATION AND EXTENT OF WORK: The location and extent of work shall be shown or defined in the Specifications covering the Contract or Contracts involved.

DEFINITIONS: Wherever the words defined in this paragraph, or pronouns used in their stead, occur in this contract, they shall have the meaning herein given:

BOARD: Hinds County Board of Supervisors

VENDOR/CONTRACTOR: The person or organization having a direct contact with the Hinds County Board of Supervisors as a result of responding to the RFP and being awarded the Contract.

SERVICES: Services and/or products as specified in the contract documents.

PROPOSAL: The form in which is included in this document and all forms submitted with the documents in an answer to each group or combination of groups of services called for in this RFP.

ADDENDUM: Letter or form clarifying, amending, or interpreting the contract documents issued before the receipt of bids.

ACCEPTANCE Acknowledgement that the services and/or products has been delivered, inspected, and approved by the Board and any other applicable local, state or federal authorities as being in conformance with the specifications and the bid awarded.

I CERTIFY THE PRODUCTS AND SERVICES MEET OR EXCEED THE FOREGOING SPECIFICATIONS FOR THE HINDS COUNTY JANITORIAL-CUSTODIAL SERVICE TERM CONTRACT.

DATE:

VENDOR:

SIGNED BY:

PRINTED NAME AND TITLE:

ADDRESS:

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

Authorized Signatures and Non-Collusion Affidavit

The proposal must be signed by an authorized official. The proposal must also provide the name, title, address and telephone number of individuals with authority to bind the company, and for those who may be contacted to clarify the information provided.

AFFIDAVIT

(EXECUTE IN ONE (1) ORIGINAL AND TWO (2) COPIES)

STATE OF MISSISSIPPI
COUNTY OF _____

(Name of person signing affidavit)

Individually, and in my capacity as _____

of _____ being duly sworn, on oath do depose and say as follows:
(Name of firm, partnership or corp.)

- (a) That _____, Bidder on Bid # 05062015, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract; nor have any of its officers, partners, employees, or principal Hinds County Board of Supervisors.
- (b) Further, that neither said legal entity nor any of its directors, officers, partners, principal Hinds County Board of Supervisors or managerial employees are currently debarred from bidding on public contracts by the State of Mississippi or any of its agencies; or by one or more of the other states or any of their agencies; or by any Federal agency.

Signature: _____

Title: _____

(SEAL)

Sworn before me this ____ day of _____, 2015.

Notary Public

My commission expires _____

NOTE: FAILURE TO PROPERLY SIGN AND NOTARIZE THIS AFFIDAVIT WILL DISQUALIFY THE BID.

Time-Line: Janitorial - Custodial Service Term Contract for Hinds County

**Hinds County Chancery Court Building, 316 S. President St., Jackson, MS 39201
Hinds County Circuit Courthouse, 407 E. Pascagoula St., Jackson, MS 39201
Hinds County Court House and Annex, 127 W. Main Street, Raymond, MS 39154**

- 1. Scheduled dates for Bid #05062015, for the Janitorial and Custodial Service Contract for Hinds County Board of Supervisors**
 - A. Legal Publication Dates -----Jackson Advocate, Thursday, March 29, 2015 & April 2, 2015.**
 - B. Pre-bid Meeting ----- Thursday, April 7, 2015, 10:00 AM, CST.**
 - C. Site Surveys ----- Tuesday, April 7, 2015, from 1:00 PM CST through 4:00 PM after Pre-bid.**
 - D. Alternate Site Visit Dates ----- Vendors/Suppliers not able to make the dates listed in section #10, an alternate date can be set for Friday, April 10, 2015 through Tuesday, April 14, 2015.**
 - E. Supplier Response due date ----- Wednesday, April 29, 2015, Before 2:00 PM CST**
 - F. Bid Date ----- Wednesday, May 6, 2015 at 9:00 AM**

End of Document