



Diane Cox
Executive Director

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May 6, 2026

Dear Prospective Vendors,

Kerr-Tar Regional Council of Governments is pleased to announce the release of a Request for Proposals (RFP) for office cleaning services at the NC Works Career Center located at 826 S. Garnett Street, Henderson, NC.

We invite qualified firms and service providers to review the enclosed RFP and submit proposals for consideration. The purpose of this solicitation is to identify a contractor that can provide high-quality, reliable services that meet the needs of our organization and the communities we serve.

The RFP outlines the scope of work, submission requirements, evaluation criteria, and key deadlines. Proposals must be received no later than noon on June 8, 2026. Late submissions will not be considered.

A copy of the RFP may be obtained at www.kerrtarcog.org. Questions regarding this RFP must be submitted in writing to Diane Cox at info@kerrtarcog.org. Responses to all questions will be shared with interested parties to ensure a fair and transparent process.

We appreciate your interest in working with Kerr-Tar Regional Council of Governments and look forward to reviewing your proposal.

Sincerely,

Diane Cox
Executive Director



REQUEST FOR PROPOSALS (RFP)

Janitorial Services

Description

Kerr-Tar Regional Council of Governments is soliciting proposals from qualified vendors to provide professional office cleaning services. The intent of this RFP is to establish a contract with a reliable and experienced cleaning service provider to maintain a clean, safe, and professional environment.

Background

Kerr-Tar Regional Council of Governments seeks proposals regarding janitorial services for the following location:

- NC Works Career Center, 826 S. Garnett Street, Henderson, NC 27536
- 10,645 square feet
- 4 restrooms (8 toilets, 4 sinks, 1 urinal)
- 1 supply closet with sink
- Breakroom with refrigerator, sink, microwave, etc.

A private facility tour during working hours can be arranged upon request.

Response

Each response should address the following items. Vendor is invited to add any features or services that may not be mentioned below.

- The name of the company, contact person, telephone number, and email address.
- The vendor's qualifications, years in business, staff profile, and experience to provide janitorial services.
- The number of full-time and part-time employees employed by the business currently.
- Names and contact numbers for at least three business organizations that are current clients.
- Pricing and cost information, given the expectations below.

Timeline

- RFP Issued: May 6, 2026
- Proposal Due Date: June 8, 2026 by 12 pm
- Anticipated Award Date: June 22, 2026
- Contract Start Date: July 1, 2026

Submission Instructions

Proposals must be submitted no later than June 8, 2026 by 12 pm via:

- Email: info@kerrtarcog.org
OR
- Physical delivery: 1724 Graham Avenue, Henderson, NC 27536

Late submissions will not be considered.

Services:

- The contractor shall supply all necessary equipment, tools, and cleaning products required to perform services unless otherwise specified.
- Provide sufficient staffing to meet service requirements.
- Provide on-site supervision as needed.
- Lock all doors and turn off all lights when cleaning is complete.
- Ensure staff are trained in proper cleaning techniques and safety procedures
- Maintain high-quality cleaning standards with no visible dust, debris, or streaks
- Comply with all OSHA and applicable safety regulations
- Ensure staff are professional, courteous, and properly uniformed
- Any damage caused by the vendor or employees will be repaired by the vendor at their expense.

Daily General Cleaning:

- Empty trash cans by replacing plastic liners. Cans are to be washed, if needed.
- Remove all materials marked with the word “trash.”
- Deposit all trash in dumpster or other designated container.
- Dust and damp wipe all interior and horizontal surfaces.
- Dust all blinds and windowsills.
- Sweep and mop all uncarpeted floors and mats.
- Vacuum all carpeted areas.
- Clean and shine all chrome fixtures including drinking fountains and molding.
- Clean windows and doors internal and external.
- Sweep outside entrances and sidewalk.
- Clean up trash, paper and litter inside and around the outside of building including the parking lot(s).
- Wash and/or dust and spot clean walls, woodwork, switch plates, ledges, fire extinguishers and other areas exposed to dust, smudges and scrapes.

Daily Restroom Cleaning:

- Replenish all restroom supplies.
- Sweep and mop bathroom floors with a disinfectant cleaner.
- Wash and sanitize toilets, seats and urinals.
- Clean all sinks and countertops.
- Damp wipe and polish all chrome surfaces and mirrors.

- Dust all ledges, grills, and partitions to keep dust free and clean.
- Wash all restroom walls and partitions.
- Empty all trash cans by replacing plastic liners. Trash cans must be cleaned thoroughly.
- Deodorize and disinfect all traps, drains, toilets and urinals.

Monthly Services:

- Spray buff all tile and linoleum floors.
- Clean all air grills and replace air filters.
- Clean blinds

Semi-Annual Services:

- Strip, re-wax and buff all tile and linoleum floors.
- Shampoo or steam clean all carpet.
- Wash and dry all interior and exterior glass windows and doors.
- Clean all electrical lights and related equipment.

NOTE: The first semi-annual requirements must be performed during the first 90 days of the contract period. These tasks must be scheduled in advance with the contract administrator.

Services must be provided Monday through Friday except for State Holidays. All work shall be done after 5:00 p.m. and before 8:00 a.m.

Kerr-Tar Regional Council of Governments will provide designated storage space, if available.

Pricing Structure:

Proposals must include:

- A fixed monthly cost for routine services
- Itemized pricing for periodic and additional services
- Hourly rates for emergency or special requests
- Any applicable discounts for multi-year agreements

Contract Term:

The anticipated contract term is one (1) year, with the option to renew for 2 additional terms upon mutual agreement.

The contract is expected to begin on July 1, 2026

Insurance and Licensing:

The contractor must provide proof of:

- General liability insurance
- Workers' compensation insurance
- Applicable business licenses

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Cost and value
- Experience and qualifications
- Quality and completeness of proposal
- References and past performance
- Ability to meet service requirements

Terms and Conditions:

Kerr-Tar Regional Council of Governments reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities in proposals
- Request additional information from vendors

All proposals shall remain valid for a period of 90 days from the submission deadline.

Point of Contact:

All communications regarding this RFP shall be directed to:

Diane Cox, Executive Director, Kerr-Tar Regional Council of Governments,
info@kerrtarcog.org, 252-436-2040 ext. 2039

Local Government Requirements:

The selected contractor must comply with all applicable federal, state, and local laws and regulations, including but not limited to:

- Compliance with all applicable provisions of the North Carolina General Statutes governing public contracting.
- Equal Employment Opportunity (EEO) requirements and nondiscrimination provisions
- Verification of employee work authorization (E-Verify compliance, if applicable)
- Adherence to wage and labor laws, including Fair Labor Standards Act (FLSA)
- Compliance with safety standards established by OSHA
- Maintenance of proper business licensing within the jurisdiction of service
- Compliance with any applicable local government purchasing policies and audit requirements

The contractor may be required to register as a vendor and comply with reporting or documentation requirements as requested by the organization.



BID SHEET / PRICING FORM

Lawn Care Services

Kerr-Tar Regional Council of Governments

Vendor Name: _____

Contact Person: _____

Phone/Email: _____

1. Base Cleaning Services (Routine Janitorial) 5days/week

General Office Cleaning (dusting, trash removal, vacuuming/sweeping/mopping)

Restroom Cleaning & Sanitization & sweeping/mopping

Breakroom/Kitchen Cleaning

Total Monthly Base Cost: \$ _____

Total Annual Base Cost: \$ _____

2. Monthly Services:

Spray buff all tile and linoleum floors.

Clean all air grills and replace air filters.

Clean blinds

Monthly Cost: \$ _____ Annual Cost: \$ _____

3. Semi-Annual Services

Strip, re-wax and buff all tile and linoleum floors.

Shampoo or steam clean all carpet.

Wash and dry all interior and exterior glass windows and doors.

Clean all electrical lights and related equipment.

Monthly Cost: \$ _____ Annual Cost: \$ _____

4. Facility Information (for pricing reference)

Building Size (sq. ft.)	<u>10,645</u>
Number of Floors	<u>2</u>
Number of Restrooms	<u>4</u>
Cleaning Schedule Requested	<u>5 days a week</u>

5. Notes / Clarifications

Vendor shall list any assumptions, exclusions, or additional recommendations:

6. Certification

I certify that the prices provided are valid for a minimum of 90 days and include all labor, equipment, and materials necessary unless otherwise noted.

Authorized Signature: _____

Printed Name: _____

Date: _____